

GOVERNMENT OF MANIPUR
SECRETARIAT : HEALTH DEPARTMENT

OFFICE MEMORANDUM

Imphal, the 14th May, 2019

Subject: Annual Confidential Report (ACR) in respect of Manipur Health Service Officers.
No. 1/24/2018-M(ACR): The Governor of Manipur is pleased to issue consolidated instructions regarding ACR in respect of Manipur Health Service (MHS) Officers as given below for strict compliance by all concerned.

2. Annual Confidential Report (ACR) assessing the performance, character, conduct and qualities of an MHS Officer shall be written for each Financial Year in the form specified in Annexure-I.

3. The following activities shall be undertaken by all concerned within the time line indicated against each activity for the purpose of writing/completing ACRs in respect of MHS Officers :

Activity	Time line
*Initiation of ACR of MHS Officers by Head of Office/DDO by filling up PART-I of ACR Format.	Upto30 th June.
The MHS Officer concerned to be reported upon shall collect his/her ACR Form from Head of Office/DDO and submit to his/her Reporting Authority after filling up his/her Self-Appraisal Report.	Upto31 st August.
The Reporting Authority shall submit the MHS Officer's filled up ACR Form to the Reviewing Authority.	Upto31 st October.
The Reviewing Authority shall submit the MHS Officer's filled up ACR Form to the Accepting Authority.	Upto30 th November.
The Accepting Authority shall give his Appraisal and complete the ACR.	Upto31 st December.

**Note: Each Head of Office/DDO shall issue an internal Order designating one employee in his/her office who shall prepare Part-I of the ACR Form and obtain the signature of the Head of Office/DDO. The designated officer shall maintain Register & records regarding this and ensure that all the MHS Officers receive their ACR Forms (with Part-I filled up) by the 30th June every year.*

4. The Administrative Secretary (Health & FW), Government of Manipur shall be the Accepting Authority for the ACRs in respect of MHS Grade-IV, Grade-III and Grade-II. The Administrative Secretary (Health & FW), Government of Manipur shall also be both Reviewing & Accepting Authorities for the ACRs of MHS Grade-I Officers.

5. For ACRs in respect of MHS Special Grade Officers (Directors), the Chief Secretary, Government of Manipur, shall be the Reviewing Authority and the Hon'ble Minister (Health & FW), Manipur, shall be the Accepting Authority.

6. The following shall be the Reporting Authority and Reviewing Authority for the ACR/Appraisal Reports of the MHS Officers :

Sl.No.	MHS Officer reported upon	Reporting Authority	Reviewing Authority
1	MHS Officers (other than Chief Medical Officers in MHS Grade-II) working in district health facilities (other than district hospital).	Chief Medical Officer.	Director (Health).
2	MHS Officers (other than Medical Superintendents in MHS Grade-II & Consultants in MHS Grade-I) working in district hospitals.	Medical Superintendent.	Director (Health).



3	Chief Medical Officers/ Medical Superintendents.	Addl. Director (PF/PH/MC/MD)	Director (Health).
4	District Immunisation Officer/ District Family Welfare Officer/ Deputy Director (FW)/ Joint Director (FW).	Addl. Director of Family Welfare.	Director (FW).
5	Consultants in MHS Grade-I working in district hospitals.	Director (Health).	Administrative Secretary (Health & FW).
6	MHS Grade-III & Grade-II Officers working in Planning & Finance Section of Directorate of Health Services.	Addl. Director (Planning & Finance).	Director (Health).
7	MHS Grade-III & Grade-II Officers working in Medical Care Section of Directorate of Health Services.	Addl. Director (Medical Care).	Director (Health).
8	MHS Grade-III & Grade-II Officers working in Public Health Section of Directorate of Health Services.	Addl. Director (Public Health).	Director (Health).
9	MHS Grade-III & Grade-II Officers working in Manpower Development Section of Directorate of Health Services.	Addl. Director (Manpower Development).	Director (Health).
10	MHS Grade-III & Grade-II Officers working in any other Cell/Section of Directorate of Health Services.	Addl. Director of the Cell/Section.	Director (Health).
11	MHS Grade-III & II Officers working as State Programme Officer/ State Nodal Officer under NHM as additional charge.	State Mission Director (NHM)/Addl. Director concerned	Director (Health).
12	MHS Grade-IV, III & II Officers working on deputation service.	Head of Office/ Controlling Officer of the office/institution where the MHS Officer is deputed.	Director (Health).
13	All Addl. Directors of Directorate of Health Services.	Director (Health).	Administrative Secretary (Health & FW).
14	All Addl. Directors of Directorate of Family Welfare.	Director (Family Welfare).	Administrative Secretary (Health & FW).
15	MHS (AYUSH) Officers working in AYUSH Hospitals/AYUSH Wings of District Hospitals.	Medical Superintendent, AYUSH Hospital/Sr.MO i/c AYUSH Wing concerned.	Director (AYUSH).
16	MHS Special Grade Officers (Directors).	Administrative Secretary (Health & FW).	Chief Secretary.
17	MHS Grade-III & II Officers in Directorate of AYUSH.	Addl. Director (AYUSH).	Director (AYUSH).
18	Addl. Director (AYUSH).	Director (AYUSH).	Administrative Secretary (Health & FW).

Handwritten signature

7. If Annual Confidential Report for a financial year is not closed / completed by 31st December of the year, no remarks shall be recorded thereafter and it shall be treated as “No Report”. In order to follow the cut off dates strictly and to ascertain that the delay (if any) is not caused by the MHS Officer Reported upon, a self-attested copy of the duly filled in ACR Form with Self-Appraisal Report shall be endorsed to the ACR Cell of the Secretariat : Health Department by the MHS Officer Reported upon.

8. If the delay is caused due to non-initiation/late initiation of ACR and it is not completed within the time line specified above, then the ACR Cell of Secretariat : Health & FW Department shall automatically issue “No Report Certificate” for such period. If any ACR is submitted after the cut-off dates without satisfactory proof that the delay was not caused by the MHS Officer Reported upon, then the ACR will not be counted/considered and the grading shall be as per the prescribed Special Assessment Report only (Annexure – II).

9. Provided that Officers have submitted their ACRs in time but the delay has been caused at the level of Reporting/ Reviewing/ Accepting Authorities, “Demit Office” remarks shall be allowed subject to satisfactory proof that the said ACR was submitted to the Reporting/ Reviewing/ Accepting Authority in time.

10. It shall not be competent for the Reporting, Reviewing & Accepting Authorities to report or review or accept any such ACR unless the concerned MHS Officer has worked under the Reporting/ Reviewing/ Accepting Authority for at least 3 (three) months during the period for which the report has been written and in every such case an entry to that effect shall be made in the ACR. For the period less than 3 (three) months, no ACR shall be recorded and “No Report Certificate” shall be issued for such period.

11. **Only one report shall be written for a particular period during the course of the financial year and there shall be a single Reporting, Reviewing and Accepting Authority at each level of assessment** as specified by the State Government and in no circumstances, more than one person shall write the ACR at each level in the capacity of Reporting, Reviewing or Accepting Authority for a given period. Where more than one ACR is written during the course of a financial year, each report shall clearly indicate the different periods to which they pertain.

12. Notwithstanding anything, it shall not be competent for the Reporting, Reviewing or Accepting Authority to assess any such ACR –

(a) where the authority reporting, reviewing or accepting the ACR is a Government Servant, after one month of his retirement from service, and


(b) in other cases, after one month of the date on which he/she demits office.

13. The details in various Parts of the ACR format may be filled up by the persons as indicated below :

Section/ Part of the ACR format	Person responsible for filling up details in the Section/Part of the ACR format
PART – I.	Head of Office/DDO.
PART – II.	Officer Reported Upon.
PART – III.	Reporting Officer.
PART – IV.	Reviewing Officer.
PART – V.	Accepting Authority.

14. No ACR shall be written for the period of Post Graduate Studies of MHS Officers and the Appraisal Report issued by the Medical/Dental College or Institute concerned shall be taken as ACRs. If no Appraisal Report is received from the Medical/ Dental College or Institute concerned, the grading shall be as per the prescribed Special Assessment Report only (Annexure – II).

By Orders & in the name of Governor;


(V. Vumlungmang)
Principal Secretary (Health & FW)
Government of Manipur.