

No.G (ACR Rules)/2019-DHS:  
GOVERNMENT OF MANIPUR  
**DIRECTORATE OF HEALTH SERVICES**

MEMORANDUM  
Imphal, the 1<sup>st</sup> August, 2021.

Subject: Annual Confidential Report (ACR) in respect of Manipur Health Service Officers.

As per Secretariat: Health Department O.M. No.1/24/2018-M(ACR): dated 14<sup>th</sup> May, 2019, Government of Manipur, Health Department has laid down clear cut guidelines that all MHS Officers shall collect the ACR Forms from Head of Office/DDO and submit to the Reporting Authority after filling up the Self-Appraisal Report in PART-II of the ACR Form on or before 31<sup>st</sup> August, 2021.

2. However, it has been noted that some of the officers have NOT filled up PART-II of the ACR Form properly & completely.

3. It is also seen that some of the officers have failed to write their actual Designation in Sl.No.4 in PART-I of the ACR Form causing inconvenience to the Reporting Authority.

Hence, in order to streamline the process of writing/ completing ACR for MHS officers, it is hereby informed to all the MHS officers

- a) to fill up PART-II of ACR Form properly and completely before submitting to the Reporting Authority, otherwise, in future, any blank cases shall be assessed/ graded as NOT done any works;
- b) to write actual DESIGNATION of the officer reported upon in Sl.No. 4 in PART-I of the ACR Form; and
- c) to write NAME of the officer reported upon at the top on every page of PART-I to V to ensure that pages are not replaced later on.

  
( K. Rajo Singh.)

Director of Health Services, Manipur.

Copy to:

1. Principal Secretary(Health & FW), Government of Manipur.
2. Director of Family Welfare Services, Manipur.
3. Director, JNIMS.
4. Director, RIMS.
5. Director of AYUSH, Manipur.
6. All Additional Directors of Health Services, Manipur.
7. All HOD/DDO/CMO/MS/State Programme Officers under Health & FW Departments.
8. Webmaster of official website of Directorate of Health Services, Manipur.
9. Persons concerned.