

No.PER.12/2011/Pt-I/14
Government of Meghalaya.,
Personnel & A.R. (A)Department.

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OFFICE MEMORANDUM

Dated Shillong the 4th August, 2011

Subject: - Procedure for recording ACRs of MCS Officers.

In pursuance of the Office Memorandum No.PER(AR).149/80/Pt-I/1, dated 21.02.1983 issued by Personnel & A.R.(B) Department and No.PER.10/95/5, dated 27th February, 1995 issued by this Department relating to General Guidelines for writing of annual confidential reports of MCS Officers and the three stages of authorities entrusted with the responsibility for recording, reviewing and accepting of annual confidential reports, a chart showing the recording, reviewing and accepting authorities is enclosed at Annexure -A for guidance. This procedure is to be followed with immediate effect.

This partially modifies the earlier O.M.No.PER.12/2011/Pt.I/13, dated 20th July, 2011.

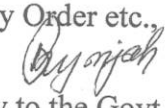
Sd/-L.Diengdoh
Secretary to the Govt. of Meghalaya
Personnel & A.R.(A) Department

Memo No.PER.12/2011/Pt-I/14-A,

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Dated Shillong, the 4th August, 2011

Copy to :-

1. The Addl. Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries of all Departments.
2. All Departments of the Secretariat including P.W.D.

By Order etc.,

Under Secretary to the Govt. of Meghalaya
Personnel & A.R.(A) Department

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Annexure -A

PROCEDURE FOR RECORDING THE ACRS OF THE MCS OFFICERS

Sl. No	Designation	Recording Officer	Reviewing officer	Accepting Officer
1	2	3	4	5
1.	ADC/SDO(C) / SDO(S)/ EAC	Deputy Commissioner	Commissioner of Division	Chief Secretary
2.	ADC (R)/ EAC (R)	Deputy Commissioner	Commissioner & Secy Revenue	Chief Secretary
	Block Dev. Officer	Deputy Commissioner	Commissioner & Secy C&RD	Chief Secretary
4.	EAC (Election)	Deputy Commissioner	Commissioner & Secy /Principal Secy. Election & Chief Electoral Officer	Chief Secretary
5.	Joint CEO/OSD-Election	Commissioner & Secy./ Principal Secy. Election Deptt./ Chief Electoral Officer	Commissioner & Secy/Principal Secy. Election/Chief Electoral Officer	Chief Secretary
6.	Deputy Secretary/Under Secy. posted in Sectt.	Secretary of the Deptt.	Commr. & Secy/Principal Secy.of the Deptt.	Chief Secretary
7.	Director/OSD etc in HEAD OF DEPARTMENT	Secretary/Commr. Secy/Principal Secy. of the Deptt.	Chief Secretary	Chief Secretary
8.	Project Director/DRDA	Deputy Commissioner	Commissioner & Secy C&RD	Chief Secretary
9.	Chief Executive Officer Municipal Board	Commr & Secy. Urban Affairs	Chief Secretary	Chief Secretary
10.	Executive Officer Municipal Board	Chief Executive Officer/ Chairman Municipal Board	Commr & Secy, Urban Affairs	Chief Secretary
11.	Managing Director Meghalaya Transport Corporation	Secretary/Commr. & Secy./Principal Secy. Transport	Chief Secretary	Minister I/c of the Department
12.	Trade Adviser & Director of Movements, Meghalaya House, Kolkatta	Commissioner & Secretary GAD	Chief Secretary	Minister I/c of the Department
13.	Joint Resident Commissioner, Meghalaya House, New Delhi	Resident Commissioner, New Delhi	Chief Secretary	Minister I/c of the Department
14.	Secretary, Meghalaya Public Service Commission	Chairman MPSC	Chairman MPSC	Chairman MPSC
15.	Director, Corporate Affairs Me E.C.L.	Chairman MeCL	Chairman MeCL	Chief Secretary
16.	Secretary, Me E.C.L.	Chairman MeCL	Chairman MeCL	Chief Secretary
17.	Managing Director – MeCOFED	Registrar Cooperative Societies	Commr & Secy/ Principal Secy. Cooperation	Chief Secretary
18.	DIRECTOR, SIRD	Secretary/Principal Secretary, C&RD	Chief Secretary	Chief Secretary