

No. PER.10/95/5
Government of Meghalaya
Personnel & A.R. (A) Department

OFFICE MEMORANDUM

Dated Shillong, the 27th February, 1995

Subject: Procedure for recording A.C.Rs of ^{M.C.S.} Secretariat Service/
Subordinate service Officers.

In pursuance of the office Memorandum No. PER (AR) 149/80/
Pt. I/1 dated 21.2.1983, issued by Personnel and A.R. (B) Department
relating to general guidelines for writing of annual confidential reports
on state Govt. employees 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 in so
far as recording the annual Confidential reports of M.C.S. Officers
posted in the Secretariat and Secretariat Service/ Subordinate Service
Officers and also typists serving in the Secretariat are concerned.
This procedure comes into effect with immediate effect.

Sd/- W.M.S. Pariat,
Commissioner & Secretary to the Govt. of Meghalaya,
Personnel & A.R. (A) Department.

Memo No. PLR.10/95/5-A

Dated Shillong, the 27th February, 1995.

Copy to :-

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

By Order etc.,

Vicuv 27/2
Under Secretary to the Govt. of Meghalaya,
Personnel & A.R. (A) Department.

Annexure - 'A'

Officer reported upon	Recording Authority	Reviewing Authority	Accepting Authority
1.	2.	3.	4.

1. Joint Secretary	Secretary/ Commr. & Secy/ Principal Secy.	Chief Secretary	Minister concerned
2. Deputy Secretary	Joint Secy./ Secretary	Principal Secy./ Commr. & Secy./ Secy.	Chief Secretary
3. Under Secretary	Deputy Secy./ Joint Secy./ Secretary.	Secretary/Commr. & Secy./Principal Secretary.	Chief Secretary
4. Superintendent	U/Secy./Deputy Secretary	Deputy Secy./Joint Secretary/Addl. Secretary.	Secretary/Commr. & Secy./ Principal Secretary
5. Asstt. Superintendent/ U.D. Assistant/ L.D. Assistant and Typist.	Superintendent	Under Secy./ Deputy Secretary.	Secy./Commr. & Secy./ Principal Secretary..