

GOVERNMENT OF TELANGANA

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA STATE:: HYDERABAD

Memo No:C1/6646/2017

Dt: 23-11-2017.

Sub: TECHNICAL EDUCATION – ESTABLISHMENT – APTES –  
Submission of ACR's & APR's of the Head of Sections in  
Engineering and Non-Engineering working in the Government  
Polytechnics for the Panel Year 2017-18 – Called for –  
Regarding.

Ref: 1. U.O.Note No.11955/Ser.D/A1/2015-2, General Administration  
(Services.D) Department, Dt: 25-08-2015.  
2. This office memo of even no dated:09-10-2017.

\* \* \* \*

The attention of the Principal's of Government Polytechnic's is invited to the U.O. Note cited above, wherein, the Government issued certain instructions for updating the ACR's in prescribed format (copy enclosed).

Further, the Principal's of Government Polytechnic's are directed to furnish the ACRs of the Head of Sections in Engineering and Non-Engineering working in the Government Polytechnics who have completed 3/5 years of service and whose names are published in the Provisional - Inter-Se-Seniority list of Head of Sections vide reference 2<sup>nd</sup> cited, for the panel year 2017-18 and in respect of the Head of Sections those who have not furnished ACR's and APR's earlier, they have to furnish for the last five years, through the Regional Joint Director of Technical Education, Telangana, Hyderabad.

Further, the Regional Joint Director of Technical Education, Telangana, Hyderabad is directed to verify the ACR's & APR's of the Head of Sections furnished by the Principal and forward the same with Counter Signature to this office, so as to enable this office to take further action in the matter, within (15) days.

The receipt of the memo shall be acknowledged

Encls: Formats of ACR's & APR's

Sd/- A.VANI PRASAD,  
COMMISSIONER.

To

✓ All the Principal's of Government Polytechnics.

Copy to the Regional Joint Director of Technical Education, TS.,  
Hyderabad.

Copy to the Secretary, SBTE & T.,TS, Hyderabad for information.

Copy to Stock File/ Spare

// F.B.O. //



SUPERINTENDENT

  
24/11

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (Ser.C) Dept.

G.O.Ms.No. 681•

Dt. 11.09.2007

Read the following:

- Read: 1. G.O.Ms.No.468, GA(Ser.C)Dept, Dt. 17.04.1964.  
2. G.O.Ms.No. 471, GA (Ser.C) Dept, Dt 17.09.1994.  
3. From the Chairman, Joint Action Committee of Employees, Teachers and Workers, AP Dt. 24.07.2007, together with representation of AP Treasury Services Association Hyd. Dt. 15.03.2007.

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**ORDER:**

According to rule 9(2) of the Andhra Pradesh Civil Service (Conduct) Rules, 1964 a Government employee who enters into any transaction concerning any movable property exceeding Rupees Twenty thousand in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to Government or obtain prior permission. According to rule 9(7) of the said Rules, every Government employee, other than a member of the Andhra Pradesh General Sub-ordinate Service, shall on first appointment to the Government service, submit to Government a statement of all immovable property/properties irrespective of its value and movable property/properties whose value exceeds Rs. 20,000/- owned, acquired, or inherited by him or held by him on lease or mortgage either in his own name or in the name of any member his family, in the forms prescribed in Annexure-I and II separately. He shall also submit to Government before 15th January of each year through the proper channel, a declaration in the forms given in the Annexure-I and II of all immovable/movable property/properties owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of family.

2. Government after careful examination and also keeping in view the like in prices etc., have decided to enhance the present limit of Rs. 20,000/- (Rupees Twenty Thousand) to Rs. 50,000/- (Rupees Fifty Thousand) and to amend the rule 9(2) and (7) of A.P. Civil Services (Conduct) Rules, 1964 suitably.

3. The following notification shall be published in Andhra Pradesh.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh here makes the following amendment to the Andhra Pradesh Civil Services (Conduct) Rules, 1964 issued G.O.Ms.No. 468, General Administration (Services-C) Dept. dt. the 17th April, 1964 as subsequently amended.

**AMENDMENTS**

In rule 9 of the said rules.

1. In Sub-rule(2), for the words "rupees twenty thousand" the words "rupees fifty thousand", shall be substituted.
2. In Sub-rule(7)a) for the "expression Rs. 20,000/- the words, "rupees fifty thousand" shall be substituted.  
b) In annexure-II for expression "Movables (whose value exceeds Rs. 20,000/-)" the expression "Movables whose value exceeds rupees fifty thousand" shall be substituted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF A.P.)

J. HARINARAYANA  
Chief Secretary to Government.



## ANNEXURE -II

Statement of movable property possessed, acquired and disposed of by Sri .....or any another person on his behalf or by any member of his family during year ending.....

(Sub-rule (7) of rule 9 of APCS (Conduct) Rules 1964)

Nature of property	Held in whose name	date & mode of acquisition/ disposal	Name and address of person from whom acquired/ to whom disposed of
(1)	(2)	(3)	(4)
Movables (whose value exceeds Rs. 50,000/-)			

Vehicles:

Motor Car

Motor Cycle/ Scooter  
any other vehicle.

Electrical Goods:

Air Conditioner

V.C.R./Television.

Refrigerator,

Any other goods.

Jewellery:

Ornaments

Vessels etc.

Investment & Cash:

Bank

deposits/Debentures/

Shares/Bank Balances

etc

Furniture:

Live stock

Any other goods

Whether transaction  
done within the limits  
of Jurisdiction

(5)

Price paid/obtained

(6)

Source of payment.

(7)

**Note:** Details of acquisition of properties standing in the name of Hind undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (SER.C) DEPARTMENT

Circular Memo.No.10789/Ser.C/A2/2012-1

Dated 9-4-2012.

Sub: Public Services – Personal Files – Annual Confidential Report of  
Gazetted Officers/Non-Gazetted Officers – Modified format – Orders –  
Issued –Instructions reiterated – Regarding.

- Ref: 1. G.O.Ms.No.144, General Admn. (Ser.C) Dept., dated 25-4-1998.  
2. G.O.Ms.No.145,General Admn. (Ser.C) Dept., dated 25-4-1998.  
3. G.O.Ms.No.87,General Admn. (Ser.C) Dept., dated 24-3-2003.  
4. G.O.Ms.No.580,General Admn. (Ser.C) Dept., dt.12-10-2011.  
5. Memo.No.428/Ser.C/A2/2011-2, General Admn. (Ser.C) Dept.,  
Dated 12-10-2011.

\*^\*

In the G.Os 1<sup>st</sup> and 2<sup>nd</sup> read above, orders were issued modifying the format of Annual Confidential Reports of Gazetted Officers/Non Gazetted Officers. In the G.O. 3<sup>rd</sup> cited, orders were issued duly adding a column to the existing modified Annual Confidential Reports to intimate "Date of submission of Annual Property Returns Statement pertaining to the year \_\_\_\_" in Part-II of Form-A as Item-10(a) in Gazetted Officers format and as Item-15(a) in Non-Gazetted Officers format; and in the Govt.Memo.5<sup>th</sup> cited, all the Departments of Secretariat, Heads of Departments and District Collectors were requested to follow the format of Annual Confidential Reports as modified in G.O. 3<sup>rd</sup> cited and bring it to the notice of all the concerned for strict implementation.

2. In the G.O. 4<sup>th</sup> cited, orders were issued adding the words "Date of submission of Annual Property Returns and Signature of the individual" in Part-I of Form-A as Sl.No.4 to the existing modified Annual Confidential Reports for both Gazetted and Non-Gazetted Officers; and directed all the Departments of Secretariat, Heads of Departments and District Collectors to bring this format to the notice of all concerned to follow scrupulously.

3. In spite of the above specific instructions, it has come to the notice of the Government that some of the Departments are still using old formats of Annual Confidential Reports for both the Gazetted and Non-Gazetted Officers.

4. Therefore, all the Departments of Secretariat, Heads of Departments and District Collectors are once again requested to strictly follow the format of Annual Confidential Reports modified in G.Os 1<sup>st</sup> to 4<sup>th</sup> cited and bring it to the notice of all the concerned for strict implementation of the above instructions. (Format of Part-I of Form-A and Part-II of Form-A in respect of Gazetted and Non-Gazetted Officers are enclosed for ready reference).

B. VENKATESWARA RAO,  
SECRETARY TO GOVERNMENT. (SERVICES & HRM)

To  
All Departments of Secretariat. (w.e)  
All Heads of Departments. (w.e)  
All District Collectors. (w.e)  
The Director General, Anti- Corruption Bureau, Hyderabad.(w.e)  
The Secretary to Vigilance Commissioner,  
A.P. Vigilance Commission, Hyderabad.(w.e)  
All Service Sections in Genl. Admn. Dept.(w.e)  
The General Administration Dept. (Spl.C) Dept. (w.e)  
Copy to:  
P.S. to Special Chief Secretary to Govt., C.M's Office. (w.e)  
P.S. to Secy. (Ser).(w.e)  
A.S.O.I of Gen. Admn. (Ser.C) Dept.  
SF/Sc.

//forwarded :: by order//

SECTION OFFICER.

ANNEXURE

FORM - A

PART - I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (not more than 50 words)

2. Please specify important items of work in order of priority where in quantitative / physical / financial targets / objectives / goals were set for you or set by yourself for the reporting year and achievements made.

Item of work	Physical or financial target/Objective/goal	Achievements
1.		
2.		
3.		
4.		
5.		

- 3(a) In case of a short fall of expected quality/quantity of performance please state the reasons

- (b) Please indicate your contribution in case of significantly higher achievement of the target / goal / objective.

4. Date of submission of Annual Property Returns.

SIGNATURE.

F O R M - A

Part- II

Annual Confidential Report on Gazetted Officers for the year \_\_\_\_\_

1. Name of the Officer \_\_\_\_\_ Date of Birth \_\_\_\_\_
2. Appointment held during the year (with date) and pay and scale of pay.
3. General qualifications and aptitude for post held including any special or technical and professional attainments.
4. (a) Acceptance or otherwise of the self appraisal report of the Gazetted Officer indicated in Part I and if not agreed to, the reasons therefor.  
  
(b) Manner in which the Officer discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commended on to be cited with number and date of orders passed).
5. Does the Officer exhibit:
  - (a) Patience
  - (b) Tact
  - (c) Courtesy
  - (d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact:
6. Is the Officer:-
  - (i) Of good Character
  - (ii) Of sound constitution
7. Is the Officer:-
  - (i) Physically energetic
  - (ii) Mentally alert
8. How the Officer:
  - (i) Initiative and drive
  - (ii) Powers of Control
  - (iii) Powers of application
9. Has the Officer any special characteristics and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service.

Contd.,

10. Is he confirmed in this post if not, what is his substantive post?
- 10 (a) Date of submission of Annual Property Returns Statement pertaining to the year \_\_\_\_\_
11. Punishments, censures or special commendations in the period under report.
12. (a) Date of communication of adverse remarks since last report.  
(b) Orders on the representation if any arising from (a) above.
13. General remarks (Comment generally on the way the Officer has carried out his duties, estimate of his personality etc.)
14. Grading:-  
(i) Outstanding  
(ii) Very good  
(iii) Good  
(iv) Satisfactory  
(v) Poor  
(Clearly indicate the reasons for grading of the Officers)
15. Reporting Officer  
Date.
16. Remarks of the Countersigning Officer  
Date:
17. Opinion of the Head of the Department (when not reporting Officer) on conduct and efficiency of Officer reported on.  
Date:

Signature  
Name and Designation  
(in block letter)

Signature  
Name and Designation  
(in block letters)

Signature  
Name and Designation  
(in block letters)  
Head of the  
Department.