

## Module Name: Annual Confidential Report

टीप: मागिल पाच वर्षापासुनचे Annual Confidential Report प्रणालीत भरावी

### 1. Attachments Details

Note- All Mandatory and Non-Mandatory Documents should be attached in e-Service Book

Sr.No	Form Name	Name Of Document	Mandatory	Fill Information	Remarks
1.	Annual Confidential Report Details	Attach Corresponding letters / Order/SB entry.*	Yes		Annual Confidential Report Document ची कॉपी scan करुन जोडण्यात यावी.

### 2. Fields (All Mandatory and Non Mandatory fields should be entered)

Note-“\*” (Red Star Mark) Shows Mandatory Field.

#### 1) ACR (Regular)

Sr.No	Form Name	Name of Field	How to Fill	Fill the Information
1	Annual Confidential Report Details	Select.*	<input checked="" type="radio"/> ACR (Regular) <input type="radio"/> ACR (Technical) <input type="radio"/> Grade D	
		Period of Evaluation.*	ACR report चा period निवडा.	
	Post held during evaluation period	Joining Office types*	<input checked="" type="radio"/> Existing Office <input type="radio"/> Closed Office (Old)	
	Office	Offices Type.*	<div style="border: 1px solid black; padding: 5px;"><p>Circle ▼</p><p>--Select--</p><p>Mantralaya</p><p><b>Director General</b></p><p>Corporation</p><p>Region</p><p>Circle</p><p>Division</p><p>Sub Division</p><p>Section</p><p>Other</p></div>	
		District.*	“Annual Confidential Report” वेळी ज्या कार्यालयत रुजू होता ,ते	

			कार्यालय ज्या जिल्ह्यात (District) आहे तो "जिल्हा" दिलेल्या "Drop down" मधून निवडा.	
		Office Name.*	"Annual Confidential Report" प्रमाणे ज्या कार्यालयात "नियुक्ती" झाली आहे त्या कार्यालयाचे नाव "Drop down" मधून निवडा.	
		Whether you are from Technical (Engineer)/Non-Technical Stream.*	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Technical ▼</div> <div style="padding: 2px;">--Select--</div> <div style="background-color: #0070c0; color: white; padding: 2px;">Technical</div> <div style="padding: 2px;">Non-Technical</div> </div>	
		Cadre at the time of Joining.*	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">--Select--</div> <div style="background-color: #0070c0; color: white; padding: 2px;">Secretary</div> <div style="padding: 2px;">Secretary</div> <div style="padding: 2px;">Chief Engineer</div> <div style="padding: 2px;">Superintending Engineer</div> <div style="padding: 2px;">Executive Engineer</div> <div style="padding: 2px;">Assistant Executive Engineer</div> <div style="padding: 2px;">Assistant Engineer Grade-1</div> <div style="padding: 2px;">Sub-Divisional Engineer</div> <div style="padding: 2px;">Sub-Divisional Officer</div> <div style="padding: 2px;">Deputy Engineer (Electrical/Mechanical)</div> <div style="padding: 2px;">Assistant Engineer Grade-2</div> <div style="padding: 2px;">Junior Engineer</div> <div style="padding: 2px;">Civil Engineering Assistant</div> </div>	
		Post of Joining.*	As per original CR Document	
Reporting Officer.		Reporting Officer Name.*	Reporting Officer चे नाव लिहा.	
Office		Joining Office Type.*	<input checked="" type="radio"/> Existing Office <input type="radio"/> Closed Office (Old)	
		Offices Type.*	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Circle ▼</div> <div style="padding: 2px;">--Select--</div> <div style="padding: 2px;">Mantralaya</div> <div style="background-color: #0070c0; color: white; padding: 2px;">Director General</div> <div style="padding: 2px;">Corporation</div> <div style="padding: 2px;">Region</div> <div style="padding: 2px;">Circle</div> <div style="padding: 2px;">Division</div> <div style="padding: 2px;">Sub Division</div> <div style="padding: 2px;">Section</div> <div style="padding: 2px;">Other</div> </div>	
		District.*	Reporting Officer ज्या कार्यालयत रुजू होते, ते कार्यालय ज्या जिल्ह्यात (District) आहे तो "जिल्हा" दिलेल्या "Drop down" मधून निवडा.	

		Office Name.*	Reporting Officer ज्या कार्यालयत रुजू होते, त्या कार्यालयचे नाव लिहा.	
		Whether you are from Technical (Engineer)/Non Technical Stream.*	<input type="text" value="Technical"/> <input type="text" value="--Select--"/> <input checked="" type="text" value="Technical"/> <input type="text" value="Non-Technical"/>	
		Cadre at the time of Joining.*	<input type="text" value="--Select--"/> <input checked="" type="text" value="Secretary"/> Secretary Chief Engineer Superintending Engineer Executive Engineer Assistant Executive Engineer Assistant Engineer Grade-1 Sub-Divisional Engineer Sub-Divisional Officer Deputy Engineer (Electrical/Mechanical) Assistant Engineer Grade-2 Junior Engineer Civil Engineering Assistant	
		Post at the of Joining.*	As per original CR Document	
	CR Details	Industry and Application	<input checked="" type="text" value="--Select--"/> Outstanding Very Good Positively Good Good Average Below Average	
		Capacity to get the work done from subordinates	<input type="text" value="--Select--"/> Outstanding Very Good Positively Good Good <input checked="" type="text" value="Average"/> Below Average	
		Relation with colleagues and public	<input type="text" value="--Select--"/> <input checked="" type="text" value="Co-operative"/> Courteous Helpful Indifferent Unfriendly	
		Technical / professional ability (where relevant)	As per original CR Document	
		General intelligence	<input type="text" value="--Select--"/> <input checked="" type="text" value="Outstanding"/> Very Good Positively Good Good Average Below Average	

		Administrative ability including Judgment initiative and drive	--Select-- Outstanding Very Good Positively Good Good Average Below Average	
		Attitude towards backward class	--Select-- Helpful Sympathetic Unsympathetic Neutral	
		Special attitude	As per original CR Document	
		Integrity and Character	As per original CR Document	
		Whether powers delegated are fully utilized.	--Select-- Yes Partly No	
		Fitness for Promotion	--Select-- Unfit Fit in Normal Course (According to seniority)	
		Area of training required	As per original CR Document.	
		State of Health	--Select-- Not Good Good Very Good	
		Fitness of Field work	--Select-- Yes No Not relevant	
		Willing to work on Computer.	--Select-- Yes No Not Seen Not relevant	
		General Assessment by Reporting Officer	As per original CR Document	
		Grading	--Select-- A+ Outstanding A Very Good B+ Positively Good B Good B - Average C Below Average	
	Reviewing Officer Name	Joining Office Type.*	<input checked="" type="radio"/> Existing Office <input type="radio"/> Closed Office (Old)	

		Offices Type.*	<div style="border: 1px solid black; padding: 2px;"> Circle ▼  --Select--  Mantralaya  <b>Director General</b>  Corporation  Region  Circle  Division  Sub Division  Section  Other </div>	
		District.*	Reviewing Officer ज्या कार्यालयत रुजू होते, ते कार्यालय ज्या जिल्ह्यात (District) आहे तो “जिल्हा” दिलेल्या “Drop down” मधून निवडा.	
		Office Name.*	Reviewing Officer ज्या कार्यालयत रुजू होते, त्या कार्यालयचे नाव लिहा.	
		Cadre at the time of Joining.*	<div style="border: 1px solid black; padding: 2px;"> --Select--  <b>Secretary</b>  Secretary  Chief Engineer  Superintending Engineer  Executive Engineer  Assistant Executive Engineer  Assistant Engineer Grade-1  Sub-Divisional Engineer  Sub-Divisional Officer  Deputy Engineer (Electrical/Mechanical)  Assistant Engineer Grade-2  Junior Engineer  Civil Engineering Assistant </div>	
		Post at the time of Joining.*	As per original CR Document	
		Length of the service under reviewing Officer.	As per original CR Document	
		Do you agree with Reporting Officer? (If not state specifically remark with which you do not agree.)	As per original CR Document	
		Grading	<div style="border: 1px solid black; padding: 2px;"> --Select--  <b>A+ Outstanding</b>  A Very Good  B+ Positively Good  B Good  B - Average  C Below Average </div>	
			सर्व माहिती भरल्यानंतर माहिती तपासून “SAVE” करा.	

## 2) ACR Technical (Revised Part VI)

Sr.No	Form Name	Name of Field	How to Field	Fill the Information
	Name & nature of charge held (State whether it is mainly maintenance or new construction of roads, bridge, buildings, irrigation works /design of projects/or research work or hydro electric works.)(Where not applicable please write "Not Applicable")			
1	<b>Execution Of Works</b>	Execution Of Works	As per original CR Document	
		Power of organization	As per original CR Document	
		Resourcefulness	As per original CR Document	
		Economy	As per original CR Document	
		Speed	As per original CR Document	
		Knowledge of Accounts, rules & observance of the same	As per original CR Document	
		Control & check over subordinate staff	As per original CR Document	
		Does he tour adequately	As per original CR Document	
2	<b>Professional acquirement &amp; special attitudes</b>	Professional acquirement & special attitudes	As per original CR Document	
		Has he any special	As per original CR Document	

		professional acquirements		
		Has he any special aptitude for any particular class of work	As per original CR Document	
		Does he keep abreast of the latest technical theory & practices	As per original CR Document	
		Preparation of projects/designs/research reports	As per original CR Document	
		Has he paid proper attention to project work/design work/research work	As per original CR Document	
		Are projects reports/design reports/research reports received from him carefully and lucidly prepared and do they show that he is professionally well qualified and an officer of sound judgment	As per original CR Document	

### 3) For Group D

Sr.No	Form Name	Name of Field	How to Field	Fill the Information
1	<b>Certificate (PP)</b>			
	Office	Joining Office Type.*	<input checked="" type="radio"/> Existing Office <input type="radio"/> Closed Office (Old)	
		Offices Type.*	<div style="border: 1px solid black; padding: 2px;">           Circle ▼            --Select--            Mantralaya  <b>Director General</b>            Corporation            Region            Circle            Division            Sub Division            Section            Other         </div>	
		District.*	Reporting Officer ज्या कार्यालयत रुजू होते, ते कार्यालय ज्या जिल्ह्यात (District) आहे तो "जिल्हा" दिलेल्या "Drop down" मधून निवडा.	
		Office Name.*	Reporting Officer ज्या कार्यालयत रुजू होते, त्या कार्यालयचे नाव लिहा.	
		Whether you are from Technical (Engineer)/Non Technical Stream.*	<div style="border: 1px solid black; padding: 2px;">           Non-Technical ▼            --Select--            Technical  <b>Non-Technical</b> </div>	
		Cadre at the time of Joining.*	Reporting Officerचे असलेले "Cadre" दिलेल्या "Drop down" मधून निवडा.	
		Post at the Time of Joining.*	Reporting Officer ज्या पदावर आहे त्या पदाची निवड "Drop down" मधून निवडा.	
		Reporting Officer	As per original CR Document	
		Reviewing Officer	As per original CR Document	
		Physical Fitness	As per original CR Document	
		General Intelligence	As per original CR Document	
		Technical work ability	As per original CR Document	
		Obedience	As per original CR Document	



		Punctuality	As per original CR Document	
		Character and Conduct	As per original CR Document	
		Punishment/Rewards if any	As per original CR Document	
		Advance Increment if any	As per original CR Document	
		Grading *	--Select-- A+ Outstanding A Very Good B+ Positively Good B Good B - Average C Below Average	
		Remarks	As per original CR Document	
		Upload Docs *		