

**DIRECTORATE OF TREASURIES AND ACCOUNTS
TELANGANA STATE, HYDERABAD**

Circular Memo No. G4(G1)/1411/2018,

Dated:15.06.2022

Sub:- Public Services - Treasuries and Accounts Department - Personal Files - Annual Confidential Reports - Circular instructions - Regarding.

Ref:1. G.O. Ms. No. 1385 General Administration (Ser-C) Department, dt. 31-10-1961

2. Cir.Memo No.10789/Ser.C/A2/2012-1, Dt:09.04.2012

All the unit officers of Treasuries and Accounts Department are informed that in terms of the reference 1st cited, the Annual Confidential Reports are obtained in respect of all the eligible officers/staff of Treasuries and Accounts Department to assess as nearly as possible how far each officer/employee is physically, mentally, and morally suitable for his office.

However, while examining the Annual Confidential Reports received in respect of officers/staff of T&A Department, it is observed that certain ACRs are either incomplete or not properly written. As such, it is felt necessary to reiterate the instructions of the Government on preparation of ACRs. Accordingly, following guidelines are issued for ready reference for the unit officers of the Treasuries and Accounts Department who are writing/forwarding the ACRs of their subordinates

With regard to the Annual Confidential Reports on Non-Gazetted Officers (Senior Accountant and equivalent categories):

- ✓ The period for which the ACR is written, shall be mentioned on the top of the Form-A (actual period within financial year)
- ✓ Full name should be written in BLOCK letters (along with SURNAME) as mentioned in the Service Register.
- ✓ Employee ID No. issued by the Treasury/PAO should be mentioned after the name
- ✓ Full address of the office where the individual was working during the ACR period shall be written against Branch.
- ✓ The Post held by the individual i.e., designation of the individual during the period of ACR shall be mentioned
- ✓ The Basic Pay drawn by the individual during the period of ACR shall be written
- ✓ Date of birth and Date entry into present Government service shall be mentioned.
- ✓ The Time Scale of pay pertaining to the post held by individual shall be written against Present grade and Pay

In respect of the contents mentioned at FORM-A PART-II	Directions to the Reporting Officer/Countersigning Officer
Serial No.1	The reporting officer shall record his specific remarks at (a) and (b)
Serial No. 2	It should be specifically mentioned whether the Self Appraisal is <u>Accepted</u> or <u>Not accepted</u> . If the Self Appraisal is <u>Not Accepted</u> , the reasons shall compulsorily be mentioned
Serial No. 3 to 12	Specific remarks shall be mentioned by the Reporting Officer for each content
Serial No. 13	Expression of punishment & Censures shall not be recorded but the reference No. and date of the orders shall be mentioned and a copy shall be enclosed to the ACR.

Serial No. 14	If adverse remarks are communicated, the Date shall be mentioned compulsorily																				
Serial No. 15	Specific remarks shall be mentioned by the Reporting Officer based on the records available in the office																				
Serial No. 15 (a)	The Date of receipt of APR in the Unit Office shall be mentioned invariably																				
Serial No. 16	Specific remarks shall be mentioned by the Reporting Officer																				
Serial No. 17	Specific remarks shall be mentioned by the Reporting Officer invariably																				
Serial No. 18	One of the (5) grading shall be assigned to the individual by writing it in words by the Reporting Officer.																				
Serial No. 19	<p>a) NAME and DESIGNATION of the Reporting Officer in BLOCK letters</p> <p>b) Date (on which the ACR is signed) must be mentioned at the space provided</p> <p>c) The reporting officer shall append his signature along with date.</p> <p>d) Official Stamp showing designation of the Reporting Officer shall be affixed.</p> <ul style="list-style-type: none"> <i>The following shall be the reporting officers in the Treasury Offices and Accounts Branches in r/o Non-Gazetted Officers</i> <table border="1"> <thead> <tr> <th>Name of the Office</th> <th>Reporting Officer</th> </tr> </thead> <tbody> <tr> <td>District Treasury Office</td> <td>Concerned ATO/STO</td> </tr> <tr> <td>Divisional Sub Treasury Office</td> <td>ATO/STO</td> </tr> <tr> <td>Sub Treasury Office</td> <td>STO</td> </tr> <tr> <td>Accounts Branches</td> <td>Concerned AAO/JAO</td> </tr> <tr> <td>ATW, Dr. MRR/HRDI</td> <td>Senior Lecturer/ Assistant Lecturer</td> </tr> <tr> <td>O/o DTA, TS, Hyderabad</td> <td>Concerned DD/AD/ATO</td> </tr> <tr> <td>Pension Payment Offices</td> <td>APPO</td> </tr> <tr> <td>O/o JD, PPO</td> <td>PPO</td> </tr> <tr> <td>Officers working on deputation/FS Terms & Condition in other Departments/Organisations etc.</td> <td>Designated officer of the department/organisation</td> </tr> </tbody> </table>	Name of the Office	Reporting Officer	District Treasury Office	Concerned ATO/STO	Divisional Sub Treasury Office	ATO/STO	Sub Treasury Office	STO	Accounts Branches	Concerned AAO/JAO	ATW, Dr. MRR/HRDI	Senior Lecturer/ Assistant Lecturer	O/o DTA, TS, Hyderabad	Concerned DD/AD/ATO	Pension Payment Offices	APPO	O/o JD, PPO	PPO	Officers working on deputation/FS Terms & Condition in other Departments/Organisations etc.	Designated officer of the department/organisation
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Serial No. 20	<p>a) NAME and DESIGNATION of the Countersigning Officer in BLOCK letters</p> <p>b) Date (on which the ACR is countersigned) must be mentioned at the space provided</p> <p>c) The Countersigning Officer shall record his specific remarks on the ACRs and append his signature along with date.</p> <p>d) Official Stamp showing designation of the Countersigning Office shall be affixed.</p> <ul style="list-style-type: none"> <i>The following shall be the Countersigning Officers in the Treasury Offices and Accounts Branches in r/o Non-Gazetted Officials</i> <table border="1"> <thead> <tr> <th>Name of the Office</th> <th>Countersigning Officer</th> </tr> </thead> <tbody> <tr> <td>District Treasury Office</td> <td>DD/AD/DTO</td> </tr> <tr> <td>Divisional Sub Treasury Office</td> <td>Concerned DD/AD/DTO</td> </tr> <tr> <td>Sub Treasury Office</td> <td>Concerned DD/AD/DTO</td> </tr> <tr> <td>Accounts Branches</td> <td>Head of the Accounts Branch</td> </tr> <tr> <td>ATW, Dr. MRR/HRDI</td> <td>Joint Director</td> </tr> <tr> <td>O/o DTA, TS, Hyderabad</td> <td>Concerned Additional Director/Joint Director/ Deputy Director</td> </tr> <tr> <td>Pension Payment Offices</td> <td>JD, PPO, Hyd</td> </tr> <tr> <td>O/o JD, PPO</td> <td>JD, PPO, Hyd</td> </tr> <tr> <td>Offices working on deputation/FS Terms & Condition in other Departments/Organisations etc.</td> <td>Designated officer of the department/organisation</td> </tr> </tbody> </table>	Name of the Office	Countersigning Officer	District Treasury Office	DD/AD/DTO	Divisional Sub Treasury Office	Concerned DD/AD/DTO	Sub Treasury Office	Concerned DD/AD/DTO	Accounts Branches	Head of the Accounts Branch	ATW, Dr. MRR/HRDI	Joint Director	O/o DTA, TS, Hyderabad	Concerned Additional Director/Joint Director/ Deputy Director	Pension Payment Offices	JD, PPO, Hyd	O/o JD, PPO	JD, PPO, Hyd	Offices working on deputation/FS Terms & Condition in other Departments/Organisations etc.	Designated officer of the department/organisation
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Serial No. 21	The DTA, TS, Hyderabad will record the opinion and append his signature along with date.																				

With regard to the Annual Confidential Reports on Gazetted Officers:

✓ The period for which the ACR is written, shall be mentioned on the top of the Form-A (actual period within financial year)

✓ Separate ACR shall be written for each financial year (between 1st April to 31st March)

In respect of the contents mentioned at FORM-A PART-II	Directions to the Reporting Officer/Countersigning Officer
Serial No. 1	a) Full <u>name</u> should be written in BLOCK letters (along with SURNAME) as mentioned in the Service Register b) Employee ID No. issued by Treasury/PAO shall be mentioned after the name c) Date of birth shall be mentioned invariably
Serial No. 2	a) All the posts held by the Officer during the financial year (for which ACR is written) shall be mentioned b) <u>Basic Pay</u> and <u>Scale of pay</u> for each post held by him/her during the said financial year shall be mentioned
Serial No. 3	a) General qualifications held by the Officer shall be mentioned b) Special/technical skills achieved by the officer and special talent, if any, possessed by the officer which are useful for holding the post shall be mentioned
Serial No. 4	a) It should be specifically mentioned whether the Self Appraisal is Accepted or Not accepted. If the Self Appraisal is Not Accepted, the reasons shall compulsorily be mentioned b) Manner in which the officer discharged his duties during the year shall be recorded
Serial No. 5 to 7 and 9	a) All the qualities mentioned under each heading shall be indicated with "Yes" or "No" or with narration b) If it is mentioned as "No" under any heading, it will be construed as adverse remark. Hence, the reporting officer/countersigning officer shall substantiate the same with the specific instances of unsatisfactory work.
Serial No. 8 and 10	Specific remarks of the Reporting Officer on each ability shall be mentioned
Serial No. 10 (a)	Date of receipt of Annual Property Return (during the month of January of the financial year) in the unit office shall be mentioned
Serial No. 11	Punishments awarded, if any, shall not be mentioned but the reference no. and date of the orders issued shall be mentioned and a copy shall be enclosed to the ACR
Serial No. 12	Specific information shall be mentioned by the Reporting Officer wherever necessary
Serial No. 13	Specific remarks shall be mentioned by the Reporting Officer on the performance of the officer as indicated
Serial No. 14	One of the (5) gradings shall be assigned to the Officer and the same shall be mentioned <u>in words</u> by the reporting officer.

Serial No. 15	<p>a) NAME and DESIGNATION of the Reporting Officers shall be mentioned in BLOCK letters</p> <p>b) Date on which ACR is signed must be mentioned at the space provided</p> <p>c) The reporting officer shall record his specific remarks on the ACRs and append his signature with date</p> <p>d) Official Stamp showing designation of the Reporting Officer shall be affixed.</p> <ul style="list-style-type: none"> The following shall be the reporting officers in the Treasury Offices and Accounts Branches in r/o Gazetted Officers <table border="1" data-bbox="402 567 1495 1427"> <thead> <tr> <th>Name of the Office</th> <th>Reporting Officer</th> </tr> </thead> <tbody> <tr> <td>District Treasury Office</td> <td>For DD/AD/DTO - District Collector For ATO -AD/DTO/DD For STO - Concerned ATO</td> </tr> <tr> <td>Divisional Sub Treasury Office</td> <td>For STO - ATO For ATO -AD/DTO/DD</td> </tr> <tr> <td>Sub Treasury Office</td> <td>For STO - Designated ATO in District Treasury Office</td> </tr> <tr> <td>Accounts Branches</td> <td>For JAO/AAO/AO -Head of the Accounts branch For HOO - Concerned HOD of the Department</td> </tr> <tr> <td>O/o DTA, TS, Hyderabad</td> <td>For JAO/STO - immediate DD/AD/ATO For AD/ATO -Concerned DD/JD/ Addl.Dir For Addl. Dir/ JD/DD - DTA, TS, Hyderabad</td> </tr> <tr> <td>Pension Payment Offices</td> <td>For JAO - APPO For APPO - PPO</td> </tr> <tr> <td>O/o JD, PPO</td> <td>For APPO -PPO For PPO -JD, PPO For JD -DTA, TS, Hyderabad</td> </tr> <tr> <td>Offices working on deputation/FS Terms & Condition in other Departments/Organisations etc.</td> <td>Designated officer of the department/organisation</td> </tr> </tbody> </table>	Name of the Office	Reporting Officer	District Treasury Office	For DD/AD/DTO - District Collector For ATO -AD/DTO/DD For STO - Concerned ATO	Divisional Sub Treasury Office	For STO - ATO For ATO -AD/DTO/DD	Sub Treasury Office	For STO - Designated ATO in District Treasury Office	Accounts Branches	For JAO/AAO/AO -Head of the Accounts branch For HOO - Concerned HOD of the Department	O/o DTA, TS, Hyderabad	For JAO/STO - immediate DD/AD/ATO For AD/ATO -Concerned DD/JD/ Addl.Dir For Addl. Dir/ JD/DD - DTA, TS, Hyderabad	Pension Payment Offices	For JAO - APPO For APPO - PPO	O/o JD, PPO	For APPO -PPO For PPO -JD, PPO For JD -DTA, TS, Hyderabad	Offices working on deputation/FS Terms & Condition in other Departments/Organisations etc.	Designated officer of the department/organisation
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Serial No. 16	<p>a) NAME and DESIGNATION of the Countersigning Officer in BLOCK letters</p> <p>b) Official Stamp showing designation of the Countersigning officer shall be affixed</p> <p>c) The Countersigning Officer shall record his specific remarks on the ACRs and append his signature along with date.</p> <ul style="list-style-type: none"> The following shall be the Countersigning Officers in the Treasury Offices and Accounts Branches in r/o Gazetted Officers <table border="1" data-bbox="402 1723 1495 2502"> <thead> <tr> <th>Name of the Office</th> <th>Countersigning Officer</th> </tr> </thead> <tbody> <tr> <td>District Treasury Office</td> <td>For DD/AD/DTO - DTA, TS, Hyderabad For ATO - JD (Br-II Establishment) O/o DTA,TS,Hyd For STO - AD/DTO/DD</td> </tr> <tr> <td>Divisional Sub Treasury Office</td> <td>For ATO - JD (Br-II Establishment) o/o DTA, TS, Hyderabad For STO -DD/AD/DTO</td> </tr> <tr> <td>Sub Treasury Office</td> <td>For STO - AD/DTO/DD</td> </tr> <tr> <td>Accounts Branches</td> <td>For JAO/AAO/AO - JD (Br-I Establishment) o/o DTA, TS, Hyderabad For HOO -DTA, TS, Hyderabad</td> </tr> <tr> <td>O/o DTA, TS, Hyderabad</td> <td>For JAO/STO - Concerned Deputy Director, Joint Director/ Addl. Director O/o DTA, TS, Hyderabad For Addl. Dir/JD/DD/AD/ATO - DTA, TS, Hyderabad</td> </tr> <tr> <td>Pension Payment Offices</td> <td>For JAO/APPO - JD, PPO</td> </tr> <tr> <td>O/o JD, PPO</td> <td>For APPO - JD, PPO For JD/PPO - DTA, TS, Hyderabad</td> </tr> <tr> <td>Offices working on deputation/FS Terms & Condition in other Departments/Organisations etc.</td> <td>Designated officer of the department/organisation</td> </tr> </tbody> </table>	Name of the Office	Countersigning Officer	District Treasury Office	For DD/AD/DTO - DTA, TS, Hyderabad For ATO - JD (Br-II Establishment) O/o DTA,TS,Hyd For STO - AD/DTO/DD	Divisional Sub Treasury Office	For ATO - JD (Br-II Establishment) o/o DTA, TS, Hyderabad For STO -DD/AD/DTO	Sub Treasury Office	For STO - AD/DTO/DD	Accounts Branches	For JAO/AAO/AO - JD (Br-I Establishment) o/o DTA, TS, Hyderabad For HOO -DTA, TS, Hyderabad	O/o DTA, TS, Hyderabad	For JAO/STO - Concerned Deputy Director, Joint Director/ Addl. Director O/o DTA, TS, Hyderabad For Addl. Dir/JD/DD/AD/ATO - DTA, TS, Hyderabad	Pension Payment Offices	For JAO/APPO - JD, PPO	O/o JD, PPO	For APPO - JD, PPO For JD/PPO - DTA, TS, Hyderabad	Offices working on deputation/FS Terms & Condition in other Departments/Organisations etc.	Designated officer of the department/organisation
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Serial No. 17	The DTA, TS, Hyderabad will record the opinion with dated signature																		

All the unit officers are further informed that

- a) The ACRs shall not be folded.
- b) The Countersigning Officer shall keep two sets of ACRs in a sealed cover and submit the same through a letter addressed to the O/o DTA, TS, Hyderabad with Acknowledgement on or before 31st May of every year.
- c) A special messenger shall be deputed for submission of ACRs in the O/o DTA, TS, Hyderabad
- d) The ACRs received in the O/o DTA, TS, Hyderabad as above, will be verified by the Assistant Treasury Officer, G-Section, O/o DTA, TS, Hyderabad/or any other Officer of DTA Designated to ascertain whether the ACRs are as per the procedure in vogue.
 - (i) If the ACRs are as per the rules in vogue, an acknowledgment of the ACRs will be handed over to the Special Messenger.
 - (ii) If any of the ACR/ACRs are not properly written, the Assistant Treasury Officer, G-Section, O/o DTA, TS, Hyderabad/concerned officer will return the incomplete/incorrect ACRs in a sealed cover and hand over the same to the Special Messenger along with the reasons for returning ACRs.
- e) If any of the officer/staff do not submit their self appraisal within the stipulated time, the Reporting Officer/Counter Signing Officer shall prepare ACRs on their own and submit the same by 31st May of every year.
- f) For any delay in submission of ACRs, the Head of the District Treasury Office/Head of the Accounts Branch will be held responsible.

Sd/- K.SRC. Murthy
Director of Treasuries and Accounts

To

All the Deputy Directors/DTOs in the State

The Joint Director

O/o. Pension Payment Office, Telangana, Hyderabad

O/o. ATW, Dr. MCR HRDI, Hyderabad

The Chief Accounts Officer,

O/o. Commissioner of Police, Hyderabad

O/o. Commissioner of Police, Cyberabad.

O/o. Commissioner of Police, Rachakonda

O/o. Director of Veterinary and Animal Husbandry, Telangana Hyderabad

O/o. Director of Public Health & Family Welfare, TS, Hyderabad

The Deputy Director, District Treasury, Hyderabad (U), Compilation Branch,
Hyderabad

The Deputy Director, O/o. Director of Treasuries and Accounts, TS Hyderabad

The Accounts Officer,

O/o. Commissioner & Director of Agriculture, Telangana, Hyderabad.

O/o. Commissioner of Collegiate Education, Telangana, Hyderabad.

O/o. Director of School Education, Telangana, Hyderabad.

O/o. Director General of Police Telangana, Hyderabad.

O/o. Commissioner of Industries Telangana, Hyderabad.

O/o. Commissioner of Social Welfare, Telangana, Hyderabad.

O/o. Commissioner of Scheduled Castè Development Department, TS,
Hyderabad.

O/o. Director of Intermediate Education, Telangana, Hyderabad

O/o. Director General & Inspector General of Prisons & Correctional Services,
Telangana, Hyderabad.

O/o. Commissioner of Printing, Stationery & Stores Purchases, TS, Hyderabad

The Assistant Accounts Officer

O/o. Commissioner of Civil Supplies, Telangana. Hyderabad

O/o. Commissioner of Information & Public Relations, Telangana, Hyderabad.

O/o. Commissioner of Youth Services, Telangana, Hyderabad.

O/o. Commissioner of Tribal Welfare, Telangana, Hyderabad.

O/o. Director Tribal Cultural Research & Training Institute, Telangana,
Hyderabad.

O/o. Director of Horticulture, TS, Hyderabad.

The Junior Accounts Officer (In charge of Accounts Branches)

O/o. Director of Employment & Training, Telangana, Hyderabad

O/o. Director of B.C. Welfare, Telangana, Hyderabad.

O/o. Controller, Legal Metrology, Telangana, Hyderabad.

O/o. Commissioner of Fisheries, Telangana, Hyderabad.

O/o. Directorate of NCC, Secunderabad.

The Finance Officer, O/o. State Project Director, Samagra Shiksha Hyderabad (with
a request to furnish information in respect of all the individuals of T&A
Department working in District offices of Samagra Shiksha)

The Finance Officer, O/o. Commissioner, TVVP, Hyderabad

The Managing Director, Weaker Section Housing Programmes, Telangana, Hyderabad.

The Accounts Officer, O/o. Telangana State Police Academy

The Commissioner, Health & Family Welfare, TS, Hyderabad.

The Commissioner of Rural Development, Telangana, Hyderabad.

The Commissioner of Health & Family Welfare and Mission Director, National
Health Mission, Telangana, Hyderabad.

The Commissioner, Prohibition and Excise Department, TS, Hyderabad.

The Director, Women Development and Child Welfare, Telangana, Hyderabad.

The Director, Welfare of Disabled and Senior Citizens, Telangana, Hyderabad.

The Deputy Director, Scheduled Caste Development Department,

Hyderabad, Medak, Khammam, Adilabad, Ranga Reddy, Nizamabad, Nalgonda,

The Secretary, Telangana State Welfare Residential Educational Institutions
Society, Hyderabad

The Secretary, Telangana Information Commission, Telangana, Hyderabad

The Director, Society for Social Audit, Accountability and Transparency
(SSAAT), Telangana, Hyderabad

The Project Director, DWMA, Warangal.

The State Project Director, Telangana AIDS Control Society, Hyderabad.

The Project Officer, ITDA, Bhadrachalam

The District Co-ordinator of Hospital Services, Warangal, Kothagudem,
Nagarkurnool

The Superintendent, Prohibition and Excise Department, Hyderabad, Nizamabad,
Adilabad, Mahabubnagar, Karimnagar, Sangareddy, Rangareddy

The Director of Protocol, Public Gardens, Nampally, Hyderabad.

The Commissioner of Endowments, TS, Hyderabad

The Secretary, SC & ST Commission, TS, Hyderabad

The Secretary, TS Ekalavya Model Residential School Society, Hyderabad

The Secretary, MJBP, Telangana B.C. Welfare Residential Institution Society,
Hyderabad

The Secretary, Telangana State Miniroties Educational Institution Society, Hyderabad

The State Health Transport Organisation, TS, Hyderabad

The Resident Commissioner, Telangana Bhavan, New Delhi

Copy to the Director, of School Education and Ex-Officio Project State Director,
Samagra Shiksha Telangana, Hyderabad.

Copy to the Director TSPA, Hyderabad

Director General of Police, Taranaka, TS, Hyderabad

Tealangana State Election Commission, TS, Hyderabad

Director, Raja Bahadur Venkata Rama Reddy Telangana State Police Academy

TSPA, Hyderabad

//f.b.o.//

Adarsh
15/06/2022
Assistant Treasury Officer

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