Sub: Public Services – Regular maintenance of Annual Confidential Reports of employees - Maintenance of Service Registers of employees and Officers with upto date entries - Certain instructions – Issued.

To avoid any possible complications/inconveniences in service matters, the following instructions are issued in connection with maintenance of Annual Confidential Reports and Service Registers of employees/officers.

1) **Annual Confidential Reports** (ACRs) of each employee should be prepared regularly (at the end of each year and at the time of transfer of Presiding Officer, as the case may be) and all such ACRs of each employee should be preserved in one bunch. by the Presiding Officer.

They shall be transmitted to the concerned Court, in the event of transfer of employee from one Court to another, immediately on transfer of the employee.

The Presiding Officers are requested to verify whether ACRs of all their respective employees are available. If ACR of any employee is not available, the Presiding Officers shall make correspondence, for transmission of the same, with the Presiding Officer of the Court in which the employee previously worked.

2) **Every event** relating to service of employees/officers viz., personal data, qualifications, departmental tests, dates of joining on appointment/transfer/return from leave, regularisation, declaration of probation, pay fixations, increments, transfers, account nos./subscriptions made to GPF/APGLI/CPS/CJRF, family members, nominations, acquisition/disposal of property, variance in signatures, punishments, retirement etc., which are prescribed to be entered as per Rules, shall be entered in the Service Registers of respective employees/Officers as soon as such entry is needed to be made, **without fail.**

To
1) All the Judicial Officers in the District (except DLSA, Spl.Magistrates and SJSCMs).
2) The Superintendents (Accounts, Nazarath, Sessions, Record, Copyist), District Court, Ananthapuram.

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