## **GOVERNMENT OF MEGHALAYA EDUCATION DEPARTMENT**

### OFFICE MEMORANDUM

No.EDN.270/2009/40

Dated the 26<sup>th</sup> April. 2011

The need to revise existing ACR format for teachers serving under this Department has been engaging the attention of the Government for some time in view of the nature of their work and activities which is distinct from other normal administrative works. A revised format would also enable the Department to accurately assess the ability, performance, integrity and other necessary qualities of the employees concerned.

With the above aim in view the Department has accordingly revised the ACR Format for grading the performance of teachers at different levels which is appended to this Office Memorandum.

Henceforth, only the above mentioned ACR Formats should be used with effect from the current calendar year for recording the ACR of all government teachers. It should be ensured that ACRs are completed in all respects by the respective officers within six months of the period reported upon.

> SD/-(P.S.Thangkhiew) Principal Secretary **Education Department**

# Memo.No.EDN. 270/200940 -A

Dated Shillong the 26<sup>h</sup> April, 2011

Copy to :-

- P.S to Minister, Education for information of the Minister. 1.
- P.S to Chief Secretary for information of the Chief Secretary, Meghalaya. 2.
- The Director of School Education & Literacy, Meghalaya, Shillong. He is requested to 3. circulate the contents of the Office Memorandum. to all subordinate Offices / Govt. Schools under his control.
- 4. The Director of Higher & Technical Education, Meghalaya, Shillong for information.
- 5. The Director of Educational Research & Training, Meghalaya, Shillong for information.
- 6. *The Additional Director of School Education & Literacy (Tura).*
- Personnel & AR (A) Department for information. All Inspectors of Schools.
- *7*. *8*.
- 9. All Deputy Inspectors of Schools. For information and strict compliance.
- 10. Y Shylla, Web Administrator, Education Department for necessary action.

By Order SD/-Joint Secretary 'to the Govt. of Meghalaya, **Education Department** 

#### ANNUAL CONFIDENTIAL REPORT FOR GOVERNMENT TEACHERS

## Name & Address of School:-

1.	Period of Report for the year ending 31" December 20
	Name of incumbent:
3.	a. Post/Designation held:
	b. Classes Taught during period of reporting: PI specify along with subject (if any).
4.	(a) Awards:
	(b) Publications:
	(c) Qualification(s):
	(d) Trainings attended: (Please specify with duration)
	(a) Ability to project in discipling.
5.	(a) Ability to maintain discipline:
	(b) Teaching skills:
	(c) Grasp of subject:
	(d) Punctuality:
_	(e) Overall efficiency:
	Personality:
8.	Integrity: Capacity to undertake higher duties:
	Relationship with:
	(a) Colleagues:
	(b) Students:
	(c) Parents:
10.	(a) Performance of his/her students during assessment period:
	(b) Drop-out rate during assessment period:
	(c) Enrolment rates during assessment period:
	(d) Administrative capability
11.	General Remarks:
12.	Graded
	Name and Signature of the Recording Officer
13.	Remarks by the Reviewing Officer:
	Name and Signature of the Reviewing Officer
14	Remarks by the Accepting Officer
	Name and Signature of the Accepting Officer
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#### Note:

- Column 10 is to be filled up only when the official reported upon is a Principal of a Higher Secondary School/Headmaster or Headmistress of a Secondary School
- 2. (Types of Grades:- Outstanding/Very Good/Good/Average/Below Average.

3(a). ACRs of Lower Primary and Upper Primary School Teachers will be recorded by the Head Teacher, reviewed by the Sub-Inspector of Schools and accepted by the Deputy Inspector of Schools.

3(b).ACRs of Secondary and Higher Secondary School Teachers will be recorded by the Headmaster/Principal reviewed by the inspector of school and accepted by the Joint Director

3 (c) ACRs in respect of Principal of a HS School, Headmaster/Headmistress of a Secondary School will be recorded by the inspector of Schools, reviewed by the DSEL and accepted by the Secretary, Education.