

**GOVERNMENT OF MANIPUR**  
**DIRECTORATE OF EDUCATION(SCHOOLS)**  
(Administrative Section)

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N O T I F I C A T I O N  
Imphal, the 27<sup>th</sup> December, 2022

No. AO/76/MSES/2010(6)-DE(S)Pt.: In pursuance of government convey letter No. SM3-5/3/2020-EDN(S)-EDN(S) dated 20<sup>th</sup> November, 2021 in the subject of "Annual Confidential Report for MES Officers", it is hereby notified that Annual Confidential Report (ACR) assessing the performance, character, conduct and qualities of MES officers shall be written for each financial year in the format given at **ANNEXURE-A** and the Reporting, Reviewing and Accepting Authorities of ACR in respect of concerned officers are given at **ANNEXURE-B**.

Enclosures: As stated.

  
(L. Nandakumar Singh)  
Director of Education (S),  
Manipur

Copy to:

1. PPS to Minister of Education, Manipur.
2. Commissioner of Education (Schools), Government of Manipur
3. Addl. Directors (Schools) (Valley/Hill), Manipur
4. Senior Administrative Officer, he is requested to upload the notification in the website of the office.
5. Zonal Education Officers
6. Guard File.

Annexure to No. AO/76/MSES/2010(6)-DE(S)Pt. dated the 27th December, 2022

**FORM OF ANNUAL CONFIDENTIAL REPORT**

(For Class I & II Officers for which no special form has been prescribed)

Ministry/Department/Office :

For the period/Year :

1. Name :

2. Date of birth :

3. Post and Scale of Pay :

4. Date of continuous appointment to the present grade :

5. Present post & date of appointment thereto:

**ASSESSMENT OF THE REPORTING OFFICER**

6. Observation on –

(i) Intelligence, keenness and Industry: .....

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(ii) Physical capacity: .....

(iii) Knowledge of procedure and regulations:.....

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(iv) Accuracy and speed in the work out-put: .....

(v) Readiness to accept responsibility: .....

(vi) Capacity to maintain discipline: .....

(vii) Reliability : .....

(viii) Integrity : .....

(ix) Relations with fellow Officers : .....

(x) Behaviour towards the public: .....

(xi) Tact: .....

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(xii) Any other observations on points of special significance (to be specified) in relation to the work on which employed :

- (a) .....
- (b) .....
- (c) .....
- (d) .....

7. Fitness for promotion to the next higher grade: .....

8. General Assessment of personality, character and temperament :  
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.....

9. Grading: ( "Outstanding", "Very Good", "Good", "Fair" or "Poor" ) :  
.....  
.....

Signature of the Reporting Officer: .....

Name in block letters : .....

Date : ..... Designation : .....

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**REMARKS OF THE REVIEWING OFFICER**

(In recording his remarks, the Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer. If he differs from the Reporting Officer in any respect the fact should be clearly stated.

In addition, the Reviewing Officer must give his overall assessment indication whether in his opinion; the officer should be graded as "**Outstanding**", "**Very Good**", "**Good**", "**Fair**" or "**Poor**").

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Signature of the Reviewing Officer : .....

Name in block letters : .....

Date : .....

Designation : .....

**REMARKS OF THE ACCEPTING OFFICER**

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.....  
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Signature : .....

Name in block letters: .....

Date : .....

Designation : .....



**ANNEXURE-B**

Annexure to No. AO/76/MSES/2010(6)-DE(S)Pt. dated the 27th December, 2022

The Reporting, Reviewing and Accepting Authorities of Annual Confidential Report (ACR) in respect of MES Officers of the Department of Education(S), Government of Manipur are purposed as below:

MES Grade	Designation of Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Officer
MES-I	Joint Director/ZEO	Additional Director concerned	Director	Secretary/ Commissioner concerned
MES-II	Assistant Director	Joint Director concerned	Additional Director concerned	Director of Education(S)
	D.I of Schools	ZEO concerned	Additional Director concerned	Director of Education(S)
MES-III	A.I of Schools	D.I of Schools	ZEO concerned	Director of Education(S)

