

**GOVERNMENT OF MEGHALAYA
EDUCATION DEPARTMENT**

OFFICE MEMORANDUM

No.EDN.270/2009/40

Dated the 26th 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 26th April, 2011

Copy to :-

1. *P.S to Minister, Education for information of the Minister.*
2. *P.S to Chief Secretary for information of the Chief Secretary, Meghalaya.*
3. *The Director of School Education & Literacy, Meghalaya, Shillong. He is requested to 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).*
7. *Personnel & AR (A) Department for information.*
8. *All Inspectors of Schools.*
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*

