

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
ANDHRA PRADESH: VIJAYAWADA.

Cir. Memo. No. G1 /ACR 2017-18 /2018

Dated: 14-08 -2018

Sub: TECHNICAL EDUCATION – ESTABLISHMENT – APTES – Furnishing of Annual Property Statement and Annual Confidential Reports of Lecturers/ Senior Lecturers/ HOD/Principal working in the Government Polytechnic / Institutions –Certain information called for -Regarding.

Ref: G.O.Ms.No. 528 General Administration ( Services ) Dept., Dt. 19-08-2008

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The attention of all the Principals are invited to the subject cited and they are requested to furnish the Annual Property Statement (as per GO.Ms. 528 GAD (Ser) Dt. 19-08-2008) and Annual Confidential Reports of Administrative Officer /Lecturers / Senior Lectures / Head of Section / Principal working in their respective institution in the pro-forma appended to this memo for the current panel year i.e. 2017-18 on or before 18 -08-2018 without fail. The same may be sent through a special messenger to this office within stipulated time.

2. This may be treated as most urgent.

Encl: a/a

Sd/- V.S.DUTT  
for SPL.COMMISSIONER .

To  
All the Principals of Government Polytechnics./Institutions.  
Copy to RJD (TE), Kakinada, Tirupati.  
Copy to Stock file/Spare.

//FBO//

  
SUPERINTENDENT 14/8

(ACR)

ANNEXURE

FORM - A

PART - I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (not more than 50 words)

2. Please specify important items of work in order of priority where in quantitative / physical / financial targets / objectives / goals were set for you or set by yourself for the reporting year and achievements made.

Item of work	Physical or financial target/Objective/goal	Achievements
1.		
2.		
3.		
4.		
5.		

- 3(a) In case of a short fall of expected quality/quantity of performance please state the reasons

- (b) Please indicate your contribution in case of significantly higher achievement of the target / goal / objective.

4. Date of submission of Annual Property Returns.

SIGNATURE.

(A C R)

F O R M - A

Part- II

Annual Confidential Report on Gazetted Officers for the year \_\_\_\_\_

1. Name of the Officer Date of Birth
  
2. Appointment held during the year (with date) and pay and scale of pay.
  
3. General qualifications and aptitude for post held including any special or technical and professional attainments.
  
4. (a) Acceptance or otherwise of the self appraisal report of the Gazetted Officer indicated in Part I and if not agreed to, the reasons therefor.  
  
(b) Manner in which the Officer discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commended on to be cited with number and date of orders passed).
  
5. Does the Officer exhibit:
  - (a) Patience
  - (b) Tact
  - (c) Courtesy
  - (d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact:
  
6. Is the Officer:-
  - (i) Of good Character
  - (ii) Of sound constitution
  
7. Is the Officer:-
  - (i) Physically energetic
  - (ii) Mentally alert
  
8. How the Officer:
  - (i) Initiative and drive
  - (ii) Powers of Control
  - (iii) Powers of application
  
9. Has the Officer any special characteristics and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service.

Contd.,

10. Is he confirmed in this post if not, what is his substantive post?

10 (a) Date of submission of Annual Property Returns Statement pertaining to the year \_\_\_\_\_

11. Punishments, censures or special commendations in the period under report.

12. (a) Date of communication of adverse remarks since last report.

(b) Orders on the representation if any arising from (a) above.

13. General remarks (Comment generally on the way the Officer has carried out his duties, estimate of his personality etc.)

14. Grading:-

(i) Outstanding

(ii) Very good

(iii) Good

(iv) Satisfactory

(v) Poor

(Clearly indicate the reasons for grading of the Officers)

15. Reporting Officer

Date.

Signature

Name and Designation  
(in block letter)

16. Remarks of the Countersigning Officer

Date:

Signature

Name and Designation  
(in block letters)

17. Opinion of the Head of the Department (when not reporting Officer) on conduct and efficiency of Officer reported on.

Date:

Signature

Name and Designation  
(in block letters)  
Head of the  
Department.

(APR) **ANNEXURE-I**

(G.O.Ms.No.52, G.A.(Ser) Department, Dt.4-02-1981)

Statement of immovable property possessed / acquired and disposed of \_\_\_\_\_ or any other Person on his behalf or by any member of his Family during year ending \_\_\_\_\_

(Sub-rule (7) of Rule 9 of A.P.C.S. (Conduct) Rules, 1964)

Name of Property	Situation of Property(Survey/Municipal Number with extent)	Held in whose name	Date & mode of Acquisition/disposal	Price paid/obtained	Source of payment	Whether information given or sanction obtained with reference No. and date	Annual Income From the property
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.House							
2.Flat							
3.Shop							
4. House Plot 1							
House Plot 2							
House Plot 3							
House Plot 4							
5. Agril. land(dry or wet)							
6.Any other immovable property							

Note:-Details of acquisition of properties standing in the name of Hindi undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

I, \_\_\_\_\_, hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of property as described above from / to the party.

OR

I, \_\_\_\_\_, hereby intimate the proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true

DATE:  
PLACE:

**SIGNATURE OF THE GOVERNMENT EMPLOYEE AND ADDRESS**

(APR)

**ANNEXURE-II**

(G.o.Ms.No.52, G.A..(Ser-C) Department, Dt 4-2-1981)

Statement of movable property possessed / acquired and disposed of by \_\_\_\_\_ or any other Person on his behalf or by any member of his Family during year ending \_\_\_\_\_.

(Sub-Rule (7) of Rule 9 of A.P.C.S. (Conduct) Rules, 1964)

Name of property	Held in whose name	Date & mode of Acquisition/disposal	Name and address of person from whome acquired / to whome disposed off	Whether transacti on done within the limits of jurisdic ti on	Price paid/ obtained with reference No.	Source of payment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Movables (whose value exceeds rupees 1,00,000) as per G.O.Ms.No.528 General Administration (Services-C) Dept. Dt: 19.08.2008</b>						
1. Vehicles :						
Motor Car						
Motor Cycle/Scooter (BAJAJ DISCOVER BS II)						
Any other Vehicle. (SUZUKI ACCESS BS III)						
2. Electrical Goods :						
Air Conditioner						
V.C.R./Television						
Refrigerator						
Any other goods						
3. Jewellery :						
Ornaments (Gold: 600 Grams)						
Vessels etc.						
4. Investment & Cash :						
Bank balance etc. as on 31.12.2016						
5. Furniture :						
6. Live Stocks:						
7. Any other goods:						

Note: - Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the Officer holds a claim or share should be separately shown in the statement.

I, \_\_\_\_\_, hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of property as described above from / to the party.

OR

I, \_\_\_\_\_, hereby intimate the proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

DATE:  
PLACE:

**SIGNATURE OF THE GOVERNMENT EMPLOYEE AND ADDRESS**

(APR)

**ANNEXURE -III**

(See Rule-6 A: G.O.Ms.No.354, G.A. (Ser.C) Dept., dt.8.8.1996)

Intimation of Foreign Currency/goods received by the Government Employees \_\_\_\_\_ under Rule 6-A of the Andhra Pradesh Civil Services (Conduct) Rules, 1964

<b>Information pertaining to Foreign Currency / Goods received / accepted</b>										
S. No	Date of receiving/accepting	Nature of foreign currency/goods received/accepted	Sources from which received/accepted	Reason/purpose for which the foreign currency/goods were received/accepted	The relationship of the sender to the recipient and name, occupation and full address of the sender	Whether intimated to the concerned authorities and customs or to the appropriate authority. If so, details to be furnished	Whether declared to Income Tax Department. If so, details to be furnished	Mode and method of receipt/acceptance of the foreign currency/goods by the Government Employee/his dependents	Whether the government Employee is having any official dealings from whom the foreign currency/goods were received/accepted	Details of any expenditure incurred by the Government employee/receipt/acceptance of the foreign currency/goods
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

I, \_\_\_\_\_, hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of property as described above from / to the party.

OR

I, \_\_\_\_\_ hereby intimate the proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true

DATE:  
PLACE:

**SIGNATURE OF THE GOVERNMENT EMPLOYEE AND ADDRESS**