

GOVERNMENT OF ANDHRA PRADESH

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

Cir. Memo. No. FI/101/2021

Dated: 05.07.2022

Sub: Technical Education - Establishment - APMS - Furnish the Annual Confidential Reports and Annual Property Reports of Office Superintendents and Hostel Managers - Reg.

- Ref: 1. This Office Memo. Cir. Memo. No. FI/101/2022, dt: 31.05.2022.  
2. This Office Memo. Cir. Memo. No. FI/101/2022, dt: 04.07.2022.

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The attention of the Principals of all Government Polytechnics/institutions are invited to the subject cited and they are requested to furnish the Annual Confidential Reports and Annual Property Reports of Office Superintendents/Hostel Managers, who have completed **two years of service as Office Superintendent/Hostel Manager as on 01.09.2021**, in the pro-forma appended to this memo for the **panel years 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21** for promotion to the post of Administrative Officer/Hostel Superintendent for the panel year 2021-22 **on or before 15.07.2022 without fail, the same is sent through a special messenger** to this office within stipulated time.

This may be treated as urgent.

Sd/- A.NIRMAL KUMAR PRIYA,  
For COMMISSIONER

To  
All the Principals of Govt. Polytechnics / Institutions.  
Copy to the RJDTE, Kakinada and Tirupathi.

//FBO//

*P. Rajan*  
SUPERINTENDENT  
05/7/2022

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
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- 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.

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.

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

SIGNATURE OF THE GOVERNMENT EMPLOYEE AND ADDRESS

DATE:  
PLACE:



**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 whom acquired / to whom disposed off	Whether transaction done within the limits of jurisdiction	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**

**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

Information pertaining to Foreign Currency / Goods received / accepted										
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

**SIGNATURE OF THE GOVERNMENT EMPLOYEE AND ADDRESS**

DATE:  
PLACE: