

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH :: MANGALAGIRI

Cir. Memo. No. FI/502/2024

Dated: 22.08.2024

Sub: Technical Education - Establishment - APMS - Furnish the Annual Confidential Reports and Annual Property Reports of Office Superintendents and Hostel Managers for promotion to the post of AO/HS for the Panel Year 2023-24 - Reg.

- Ref: 1. This Office Cir. Memo. No. FI/502/2024, dt: 18.07.2024
2. This Office Cir. Memo. No. FI/502/2024, dt: 17.08.2024.


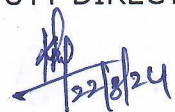
The attention of the Principals of all Government Polytechnics/institutions are invited to the subject cited and they are requested to furnish the Annual Confidential Reports and Annual Property Reports of Office Superintendents/Hostel Managers, who have completed two years of service as Office Superintendent/Hostel Manager as on 01.09.2023, in the proforma appended to this memo for the **Panel Years, 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24** for promotion to the post of AO/HS for the panel year 2023-24 **on or before 23.08.2024 without fail, the same is sent through a special messenger** to this office within stipulated time.

This may be treated as urgent.

Encl: ACR & APR's

Sd/- V.PADMA RAO,
For DIRECTOR

To
The Principals of all Government Polytechnics/Institutions.
Copy to the RJDTE, Kakinada and Tirupathi.


22/8/24
DEPUTY DIRECTOR

22/8/24

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

PART -II

**ANNUAL CONFIDENTIAL REPORT OF NON-GAZETTED OFFICERS
POSTS WHICH ARE FEEDER CATEGORIES TO INITIAL
GAZETTED POSTS IN STATE SERVICES FOR THE YEAR_____.**

- Name** :
- Branch :
- Post held :
- Date of (a) Birth :
- (b) Entry in to Government Service :
- Present Grade and Pay :
- 1** Knowledge of :
- (a)** Branch or Section :
- (b)** Department :
- 2** Acceptance or otherwise of the self appraisal report of the Non-Gazetted Officer indicated in Part-I and if not agreed to the reasons there for. :
- 3** Personality, conduct and Character :
- 4** Power of taking responsibility :
- 5** Initiative :
- 6** **(a)** Judgement :
- (b)** Accuracy :
- 7** Tact and temper :
- 8** Power of Supervising Staff :
- 9** Zeal and Industry :
- 10** Health :
- 11** Attendance :
- 12** Capacity to note and draft :
- 13** Punishments, censures or Special commendations during the period under report :
- 14** Date of Communication of adverse remarks, if any, to the officer since last report. :

(Contd..P..2..)

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15 Indebtedness (indebted, the Extent of :
personal responsibility of incurring the
debts).

15 (a) Date of submission of Annual :
Property Returns Statement
pertaining to the year

16 Is he confirmed in this post? :
If not, what is his substantive post.

17 General remarks (Including a statement on :
discipline, integrity, reliability and any
other special qualifications not included
above).

18 Grading. :
(i) Outstanding
(ii) Very good
(iii) Good
(iv) Satisfactory
(v) Poor
(Clearly indicate the reasons for grading
of the Officers)

19 **Reporting Officer** :

Date:

Signature
Name and Designation
(In block letters)

20 **Remarks of the Countersigning Officer** :

Date:

Signature
Name and Designation
(In block letters)

21 **Opinion of the Head of the Department** :
on the conduct and efficiency of the
Officer reported on.

Date:

Signature
Name and Designation
Head of the Department
(In block letters)

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

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 by any member of his Family during year ending _____ or any other Person on his behalf

(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 transact on done within the limits of jurisdiction	Price paid/ obtained with reference No.	Source of payment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Movables (whose value exceeds rupees 1,00,000) as per G.O.Ms.No.528 General Administration (Services-C) Dept. Dt: 19.08.2008						
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 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/recipient/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