

**URGENT**

**GOVERNMENT OF TRIPURA  
OFFICE OF THE CHIEF ENGINEER (R&B)  
PUBLIC WORKS DEPARTMENT  
TRIPURA, AGARTALA.**

NO.F.6(15)- PWD (E)/2021/9246-327

Dated, Agartala, the, 17<sup>th</sup> Aug 2022.

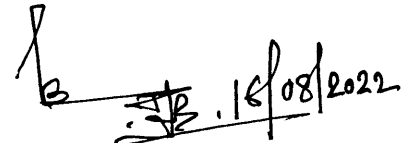
**MEMORANDUM**

**Sub:-** Annual confidential report in respect of Work Assistant under PWD(R&B)/ Buildings/ PMGSY/NH/DWS/WR) for last 5(five) years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22).

A.C.Rs of all Work Assistant along with Integrity & Vigilance Clearance Certificate under PWD(R&B)/DWS/WR/NH/PMGSY/Buildings as per latest issued tentative seniority list published vide memorandum No.F.6(11)-PWD(E)/2007(S-II)/7383-404 dated 19.07.2022 are urgently required by this office.

It is therefore, requested to all concerned Executive Engineer & Superintending Engineer to send the last 05(five) years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22) A.C.R along with Integrity & Vigilance clearance certificate & Immovable Property Return (Schedule-II) for the calendar year 2021 ended on 31.12.2021 of the above mentioned employees under their control to this office within 31.08.2022 without fail.

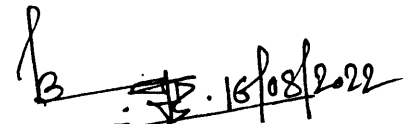
**Enclo:-** 1(one) copy of ACR & I.P.R Form.



**(Er. Subrata Roy )  
Deputy Secretary, PWD(R&B)  
Agartala, Tripura.**

Copy to:-

1. The Chief Engineer, PWD (Buildings/ NH/PMGSY/DWS/WR) ,Tripura, Agartala.
2. The Sr. Architect, PWD, Agartala.
3. All Superintending Engineer, PWD (R&B/ Buildings/ NH/PMGSY/DWS/WR) Tripura, Agartala.
4. All Executive Engineer, under PWD (R&B/Buildings/ NH/PMGSY/DWS/WR).
5. The DDO & Head of office of this office.
6. Guard File.
7. OFFICE ORDER BOOK.



**(Er. Subrata Roy )  
Deputy Secretary, PWD(R&B)  
Agartala, Tripura.**

**REPORT OF THE WORK & CONDUCT OF CLAS-III  
TECHNICAL STAFF (BOTH TRACER/W.ASSTT/SURVEYOR)  
FOR THE YEAR \_\_\_\_\_ TO \_\_\_\_\_**

- |  |    |
|--|----|
| 1. Name  | :- |
| 2. Post held   | :- |
| 3. Date of Birth   | :- |
| 4. Present Post  | :- |
| 5. Length of the service in the present post   | :- |
| 6. General qualification   | :- |
| 7. Technical qualification   | :- |
| 8. Health  | :- |
| 9. Character and habits  | :- |
| 10. Intelligence   | :- |
| 11. Temper   | :- |
| 12. Ability to control labour  | :- |
| 13. General trust Worthing and zeal  | :- |
| 14. Execution of work with reference   | :- |
| i) Efficiently   | :- |
| ii) Economy  | :- |
| iii) Avoidance of delay  | :- |
| 15. Has he taken steps during the year under Report to remedy defects, if any to which his/her attention might have been drawn in the previous year? |    |
| 16. Do you consider him fit for promotion?   | :- |
| 17. General remarks (Including your option about his integrity)  | :- |

Signature  
Name & Designation  
Of Reporting officer

REMARKS OF THE REVIEWING OFFICER

The Reviewing officer should specifically state whether he agrees with the views of the Reporting Officer, expressed about where he does not agree with any of the views, he should say so and express his own views.

Signature  
Name & Designation

Remarks of the Countersigning officer , his acceptance of the grading & Assessment , Communication of Adverse remarks.

Signature  
Name & Designation

**THE SCHEDULE – II**  
**ANNUAL RETURN ON IMMOVABLE PROPERTY**  
**AS ON 31ST. DECEMBER, 202 .**

(See Rule – 18 of Tripura Civil Service (Conduct) Rules, 1988).

1. Name of the Government Employee in full  
(IN BLOCK LETTERS) :-
2. Service to which he belongs :-
3. Total length of service :-
4. Present post Held :-
5. Place of posting :-
6. Total annual income from all sources,during the  
The calendar year immediately preceding the  
1st day of January, 202 . to 31st December,202 :-

**7. DECLARATION :-**

I hereby declare that, the return enclosed namely, **Form No – VI** is complete, true and correct as on **31-12-202** to the best of my knowledge and belief, in respect of information due to be furnished by me under the provision of Rule – 18 of the Tripura Civil Service (Conduct) Rules, 1988.

Dated, Agartala  
The \_\_\_\_\_th January, 202

**Signature of the applicant**

**STATEMENT OF ANNUAL RETURN OF IMMOVABLE PROPERTY FOR THE YEAR 2020**  
**AS ON 31ST. DECEMBER, 2020.**

**FORM NO - VI.**

1. Name of Officer (in Full) :-

:- Ministerial Staff(Group - C)

2. Cadre & Batch :- Non-Cadre.

4. Present Pay :- ₹. /-

Sl. No.	Name of District, Sub-Division, Taluk & Village or City in which property is situated (Full location & Postal Address).	Name & Details of Property, Housing, Land & Other Buildings	Cost of Construction /Acquirement and year when purchased including land in case of house	Present Value	If not in own name, state in whose name held and his / her relationship with the Government Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired	Annual Income from Property	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.								

**Note :-** Please read the notes overleaf before filling up the form.

O/o the \_\_\_\_\_  
 : Tripura

1. \* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
2. \*\* Includes short term leases also.
3. The declaration form is required to be filled in and submitted by every member of Group – A, B & C services under relevant provisions of Conduct Rules and the first appointment to the service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.
4. The wording "No Change or No Addition or As in previous year" may be avoided and all details filled up.