



**RAJASTHAN STATE LEGAL SERVICES AUTHORITY,
RAJASTHAN HIGH COURT CAMPUS, JAIPUR BENCH, JAIPUR
(Phone: 0141-2227481, 2227555, FAX: 2227602, Help line No.2385877)**

No. F-2 (02)/RSLSA/DS-I/DLSA Direction/2016/409

Date: -18.08.2017

Office Order Regarding ACR Of Subordinate Staff

All the staff i.e. Clerk Grade-I, Clerk Grade-II, Stenographer Grade-II and Office Superintendent are the staff of the Rajasthan State Legal Services Authority irrespective of their posting in Rajasthan State Legal Services Authority, Jaipur/Jodhpur, Rajasthan High Court Legal Services Committee, Jaipur/Jodhpur, District Legal Services Authorities or Taluka Legal Services Committees.

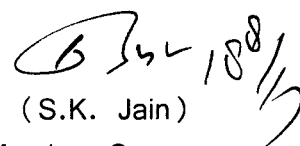
Clerk Grade-I, Clerk Grade-II, Stenographer Grade-II and Office Superintendent posted in District Legal Services Authorities or Taluka Legal Services Committees have to discharge their duties under the direction and direct control of Full Time Secretary of concerned District Legal Services Authority so they are officially responsible to Full Time Secretary under whom they discharge their official and legal duties.

Therefore, it is directed that Full Time Secretaries are the "Reporting Officer" of these staff and the concerned Chairman, District Legal Services Authority, is their "Reviewing Officer" and Member Secretary Sb., RSLSA, is their "Accepting Officer" in respect of filling up of Annual Confidential Report (ACR in Short).

Therefore, it is directed that the "Reporting Part" of the Annual Confidential Report (in short "ACR") shall be filled up by the concerned Full Time Secretary of District Legal Services Authority. The "Reviewing Part" shall be filled up by the Chairman, District Legal Services Authority and the ACR shall be forwarded to this Authority for accepting it by the Member Secretary Sb., RSLSA, so all the employees (Clerk Grade-I, Clerk Grade-II, Stenographer Grade-II, Office Superintendent etc.) of District Legal Services Authorities or Taluka Legal Services Committees are directed to follow the above direction strictly and submit their ACR through proper channel.

This order is issued under my signature and seal of this office on this 18th day of the August Month of the year, 2017.

By Order


(S.K. Jain)

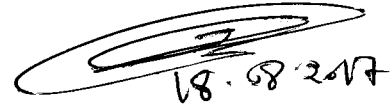
Member Secretary

Rajasthan State Legal Services Authority
Jaipur

No. F-2(02)/RSLSA/DS-I/DLSA Direction/2016/16119-16168 Date: -18.08.2017

Copy forwarded to following for information and necessary action:-

1. Private Secretary to Hon'ble the Executive Chairman Sb., Rajasthan State Legal Services Authority, Jaipur.
2. Private Secretary to Hon'ble Chairman, Rajasthan High Court Legal Services Committee, Jaipur/Jodhpur.
3. Private Secretary to Member Secretary, Rajasthan State Legal Services Authority.
4. Chairman, DLSAs, All Rajasthan.
5. Full Time Secretary, Rajasthan High Court Legal Services Committee, Jaipur/Jodhpur.
6. Deputy Secretary-I, Deputy Secretary-II, Deputy Secretary (AP & ADR), Deputy Secretary-Administration (Non-Judicial), RSLSA.
7. Deputy Secretary, RSLSA, Jodhpur.
8. Administrative Officer, RSLSA.
9. Establishment Section, RSLSA.
10. Account Section, RSLSA, Jaipur.
11. Reserve File/Guard File.



(Nihal Chand, RJS)

Deputy Secretary-I

Rajasthan State Legal Services Authority,
Jaipur (Raj.)