

No.21011/08/2017-Estt.(A-II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi-110001  
Dated 28<sup>th</sup> February, 2018

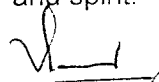
OFFICE MEMORANDUM

Subject: Annual Performance Assessment Report (APAR) – Inclusion of columns for safeguarding the interest of officers/persons belonging to Scheduled Caste and/or Scheduled Tribe - reg.

The undersigned is directed to invite a reference to MHA, Department of Personnel and Administrative Reforms OM No. 21011/3/79-Estt(A) dated 25.07.1979 and OM No. 21011/2/83-Estt.(A) dated 08.04.1983 providing for columns in Part I, Part III and Part IV of the Annual Confidential Report (ACR) form to safeguard the interests of officers belonging to Schedules Castes and/or Scheduled Tribes (copies enclosed for reference).

2. The National Commission for Scheduled Tribes in its meeting with the Secretary and other officers of DoPT has directed that the existing instructions need to be reiterated and the report needs to specifically address the concern of the Commission regarding attitude of the officers reported upon towards the members of Scheduled Tribes.

3. All Ministries/Departments and Cadre Controlling Authorities are requested to ensure that the instructions contained therein are followed meticulously in letter and spirit.

  
(Sanjiv Kumar)

Deputy Secretary to the Govt. of India

To

All Ministries and Departments of Government of India.

Copy to:

1. Secretary General/Registrar General, Supreme Court of India.
2. The Lok Sabha Secretariat
3. The Rajya Sabha Secretariat
4. NITI Aayog.
5. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
6. Comptroller and Auditor General of India, New Delhi.
7. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
8. The Chairman, National Commission for Scheduled Tribes (HQ), 6<sup>th</sup> Floor, B-Wing, Loknayak Bhavan, Khan Market, New Delhi-110003
9. E.O. Division, DoPT, North Block, New Delhi.
10. Director, NIC, DoP&T for uploading on the website of this Department under OM & Orders-Establishment-ACR.
11. Hindi Section for Hindi version of the O.M.

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No. 21011/3/79-Estt(A)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Department of Personnel and Administrative Reforms  
(Karmik Aur Prashasnik Sudhar Vihag).

New Delhi-110001 at 25 July, 1979

OFFICE MEMORANDUM

Subject:- Proforma of Confidential Report - Amendment of

The undersigned is directed to refer to this Department Office Memorandum No. 21011/1/77-Estt(A) dated the 4th March, 1978, with which the model forms of Confidential Reports for different categories of Government employees were circulated and to say that the following modifications may be made in the model forms:

i) In part I of the form relating to personal data, the following column may be added;  
"Whether the officer belongs to Scheduled Caste or Scheduled Tribe."

ii) In Part IV of the form for the grades of Lower Division Clerk/Upper Division Clerk/Assistant, relating to "remarks by the reviewing officer", the following column may be added;

"If the officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the reporting officer in assessing the performance of the Scheduled Caste/Scheduled Tribe officer has been fair and just."

*W. C. Gupta*  
(R.C. GUPTA)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

To

All Ministries and Departments of the Government of India with usual number of spare copies.

No. 21011/3/79-Estt(A) New Delhi-110001 at 25 July, 1979

Copy with usual number of spare copies to:-

1. Comptroller and Auditor General of India, with 200 spare copies.
2. Central Vigilance Commission with 25 spare copies.
3. Union Public Service Commission with 25 spare copies.
4. Commissioner for Linguistic Minorities, Allahabad.
5. Commissioner for Scheduled Castes and Scheduled Tribes, West Block No. 1, 1st Floor Wing, No. 7 R.S. Puram,

No.21011/2/83-Estt.(A)  
 Government of India/Bharat Sarkar  
 Ministry of Home Affairs/Grih Mantralaya  
 Department of Personnel and Administrative Reforms  
 (Karmik Aur Prashannik Sudhar Vibhag)

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New Delhi, the 8th April, 1983

OFFICE MEMORANDUM

Subject: Confidential Reports - Introduction of a separate column to indicate the effectiveness in the Development and Protection of SCs/and/or STs.

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The undersigned is directed to say that it has been decided by the Government that in the CR forms for officers of Central Services, there should be a column enabling the reporting officer to give his specific comments on the effectiveness of the officer concerned in the development and protection of SCs and/or STs. Accordingly, all cadre controlling authorities may be directed to incorporate in the reporting officers part of the CR form a column as under:-

- \*\* Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes.
- (a) Attitude towards Scheduled Castes and/or Scheduled Tribes.
  - (b) Sensitivity to social justice.
  - (c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and/or Scheduled Tribes.
  - (d) Effectiveness in bringing about the development of Scheduled Castes and/or Scheduled Tribes.

\*\* (To be filled in only in the case of officers dealing with development and protection of SCs and/or STs. Where the column is not applicable in the case of any officer, it may be so stated against the column.)

2. Ministry of Finance etc. are requested to take appropriate action to implement the decision referred to above in the case of officers of Central Services serving under their control.

Sd/-  
 (Miss) (S. Trikha)  
 DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

New Delhi, dated the 17th February, 99

OFFICE MEMORANDUM

Sub: Annual Confidential Report formats.

The undersigned is directed to say that Confidential Report formats of Central Services Group 'A' officers and other Group 'A' officers, including CHS officers, have a column in Part I to indicate whether they belong to SC / ST community. A suggestion was made that this column should be deleted from the CR formats as it operated to the disadvantage of SC / ST officers.

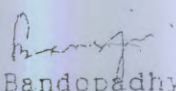
2. This suggestion was examined in consultation with the National Commission for Scheduled Castes & Scheduled Tribes. The Commission agreed to the deletion of the column in Part I of CR formats of Group 'A' officers meant to indicate whether they belong to SC / ST community.

3. It has, therefore, been decided to delete the said column in CR formats of Group 'A' officers with effect from the next reporting year.

4. CR formats prescribed by this Department vide OM No. 12/2/84-EP dated 18.12.86 inter alia for the post of Under Secretary, Deputy Secretary / Director in the Central Secretariat would stand modified accordingly.

5. All the Cadre Controlling Authorities are requested to delete the said column in CR formats of Central Services Group 'A' officers and other Group 'A' officers, including CHS officers.

6. Hindi version will follow.

  
( Smt. S. Bandopadhyay )  
Director  
Tel.No. 301 5589

To

1. All Ministries / Departments, as per standard list.
2. The National Commission for Scheduled Castes / Scheduled Tribes, Floor V, Loknayak Bhawan, New Delhi (Shri Surinder Singh, Director), with reference to their letter No.4/49/98-SSW-II dated 28th January, 1999
3. All Officers / Sections of DOPT.
4. 200 spare copies.