

IMMEDIATE

No. 5/6/2013-CS.I(U)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhavan, New Delhi-110003
Dated the 15th March, 2013

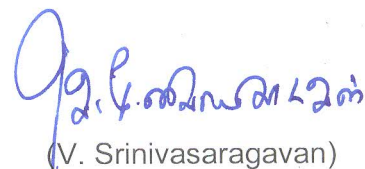
OFFICE MEMORANDUM

Subject: **Preparation of Select List of Grade I (Under Secretary) of the CSS for the years 2012 and 2013.**

The undersigned is directed to refer to this Department's O.M. of even number dated 12.03.2013 on the subject noted above and to say that often it has been observed that Ministries / Departments forward incomplete ACR/APAR dossiers without examination at their level. It creates problems at a later stage when proposal is forwarded to UPSC leading to avoidable delay. The Commission does not accept proposals without complete CR dossiers of the officers in the zone of consideration. It is therefore, imperative on the part of Ministries/ Departments that they should forward complete ACR/APAR dossiers of the officers in the zone of promotion. If any ACR/APAR is missing or incomplete, Ministry/Department concerned should inform the reasons for the same. No report certificate (NRC) should also be provided wherever required. If ACR/APAR has not been initiated or reviewed by the Reviewing Officer, a certificate in this regard should also be provided.

2. **Below bench mark grading** APARs are disclosed to the officers from 2008-09 onwards. However, ACRs/APARs of an officer prior to 2008-09 may in some cases contain below bench mark grading and which is in the reckonable period for consideration for promotion. Ministries/ Departments are therefore, advised to first scrutinize the APAR dossier of officers concerned and in case it contains any below bench mark report they should initiate action immediately to communicate the same to the officer concerned giving him/her an opportunity for making representation. The representation if any submitted by the officer against below bench mark grading should be considered and settled by the competent authority in the Ministry/Department concerned in terms of DoPT's O.M. dated 13.04.2010. This should be done in a time bound manner so that forwarding of proposal to UPSC is not delayed on this account.

3. Vigilance status and information relating to imposition of major / minor penalties in respect of officers in the zone of consideration should also be entered in the web based cadre management system.



(V. Srinivasaragavan)

Under Secretary to the Government of India
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To : All the Ministries/Departments