

F.No.22/2/2012-CS.I(APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS Division)
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2nd Floor, A Wing, Lok Nayak Bhawan
New Delhi, the 24th January, 2012


OFFICE MEMORANDUM

Subject: Forwarding of ACRs/APARs of CSS officers to DoPT – regarding.

The undersigned is directed to say that discrepancies have often been noticed in the ACRs/APARs of CSS officers received in the CS Division of DoP&T from the Ministries/Departments. Such incomplete and inaccurate ACRs/APARs are required to be sent back to the respective Ministries/Departments for rectification of deficiencies, resulting in unwanted delay in completion of ACRs/APARs of the officer concerned.

2. In order to avoid unnecessary correspondence and delay, a Check-List for the convenience of the participating Ministries/Departments has been prepared, a copy of which is enclosed. The check-list is not exhaustive, but is aimed at facilitating the Ministries/Departments to check at their end the frequently noticed inconsistencies before forwarding the ACRs/APARs to DoP&T.

3. It is once again reiterated that the instructions issued by the Establishment Division of this Department from time to time on preparation and maintenance of ACRs/APARs may be adhered to and it may be ensured by the officer authorized in the Ministries/Departments that the ACRs/APARs forwarded to the DoP&T are complete in all respects.


(Vidyadhar Jha)
Under Secretary to the Govt. of India
Ph:24624046

Encl: Check-List.

Ministries/Departments
Director/Deputy Secretary (Estt./Admn.)

CHECK-LIST

FORWARDING OF ACRs/APARs OF CSS OFFICERS BY THE MINISTRIES/ DEPARTMENTS TO CS DIVISION, DOPT

The ACR/APAPR is complete in all respects:

- i) The ACR/APAR has been initiated in the proper format and color scheme prescribed for the grade;
- ii) The period of the ACR/APAR has been clearly indicated;
- iii) The CSL Number of the Officer reported upon has been indicated at the top right hand corner of the APAR's first page;
- iv) All the columns have been properly filled up by the officer reported upon, the Reporting Officer and the Reviewing Officer;
- v) It bears the signature of the officer reported upon and the signature (in blue ink) & stamp of the Reporting and Reviewing Officers at appropriate places;
- vi) The numerical grading with reference to prescribed weightage has been calculated correctly;
- vii) If the final grading in the APAR has been up-graded/down-graded by the Reviewing Officer, he has indicated grading for each attribute under Sections (A), (B) & (C) in Part-3 of the APAR and appended his initials;
- viii) If the APAR could not be reported/reviewed, no report/no review certificate with reasons is affixed;
- ix) The instructions contained in DoPT OM No.21011/1/2005-Estt.(A)(Pt.II) dated 14.05.2009 and No.21011/1/2010-Estt.A dated 13.04.2010 have been adhered to;
- x) Disclosure certificate has been duly stamped and authenticated on the front page of APAR and the status of filing of IPR (Immovable Property Return) is duly indicated and verified;
- xi) Necessary entries in the APAR Monitoring software have been made;
- xii) It has been forwarded to CS Division, DoPT under the signature of an authorized officer.