

No.22/11/2010-CS.I(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

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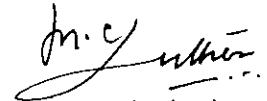
2nd floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: the 31st Jan, 2011

OFFICE MEMORANDUM

Sub: Pending/Missing ACRs of Director/Deputy Secretaries/ Under Secretaries of CSS

The undersigned is directed to refer to this Department's O.M. No. 21011/02/2009-Estt. (A) dated 16.02.2009 regarding timely preparation & proper maintenance of ACRs. It is observed that in spite of periodic reminders regarding missing ACRs of CSS officers in the zone of consideration for promotion and uploading the availability status of ACRs of CSS officers in the CS - Division's website regularly by the Department, ACRs of a large number of CSS officers of different Ministries/Departments for period of two to three years and in some cases up to five, six years are not available, thus affecting their promotion.

All Ministries/Departments are requested to kindly bring the list of missing ACRs of officers of their Min./Deptt. to the notice of all concerned CSS Officers/ Reporting/ Reviewing Officers and request them to expedite the pending action in all such cases and thereafter forward the missing ACRs of all CSS officers up to financial year 2009-10 to this Division at the earliest, **latest by 31.03.2011**. Alternatively responsibility may be fixed for delay in completion of ACRs. In case the Ministry/Department fails to make available the required APARs of the previous years in respect of these officers within the aforesaid time, it would not be possible for this Department to entertain any APARs of previous years and to consider them for promotion.



(M.C. Luther)

Director(CS)
Tel: 24629411

All Min/Deptt.
DS/Dir (Admn./Estt.)
New Delhi.