

MOST IMMEDIATE

22/15/2008-CS-I(CR)  
Ministry of Personnel, Public Grievances & Pensions  
Government of India  
(Department of Personnel & Training)

2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi  
Dated the 12<sup>th</sup> December, 2008

Subject:- Streamlining of ACR Section of CS Division

This Department is in the process of streamlining the work process of ACR Section of CS-I Division of DOP&T. The basic work of CR Section is to prepare and produce ACR dossiers of US, DS, Directors of CSS cadre for panel promotion, deputation etc. Sorting of these dossiers takes a lot of time and effort.

The ACRs are handled by Joint Secretaries/Deputy Secretaries/Under Secretaries/Section Officers and the supporting staff of various Ministries/Departments.. Sometimes, 15-20 ACRs are received in CS Division in a day, which get mixed up with other routine dak, reminders etc. Sorting, marking and putting them in respective folders takes considerable time at each level in CS Division, which handle the ACRs of about 6000 CSS officers. Dealing with such important and priority dak in a routine way sometimes leads to avoidable delays.

In order to easily identify and segregate the important 'dak' relating to ACRs of CSS officers, this Division is preparing colored sample forms of ACRs of USs/DSs/Directors in pink, blue and yellow colors respectively. It will help in immediately sorting them out from the routine dak for further processing/holding DPCs for promotion etc. The new forms in different colors are to be used w.e.f. ACRs for 2008-09. Sample Forms will be circulated next week.

In the mean time, Ministries/Departments are requested to assess the printing of ACR forms requirements for the next financial year accordingly. Any suggestion in the matter especially with reference to using different colored blank ACR form, may kindly be sent to the undersigned latest by 22<sup>nd</sup> December, 2008.

*R Sethi*

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Under Secretary to Government of India

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Ministries/Departments,  
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