

**No.22/15/2010-CS.I(CR)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel & Training)**

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2<sup>nd</sup> floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated the 15<sup>th</sup> March, 2011

**OFFICE MEMORANDUM**

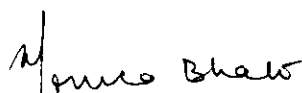
Sub: Status of completion of APARs of CSS officers

The undersigned is directed to refer to this department's O.M. number 22/11/2010-CS.I(C) dated 31<sup>st</sup> January, 2011 (copy enclosed) vide which all Ministries/Departments were requested to expedite the pending action regarding completion of APARs of all CSS officers and thereafter to forward the APARs upto the financial year 2009-10 to this Division at the earliest and latest by 31.03.2011. The latest position regarding availability of APARs of CSS Under Secretaries, Deputy Secretaries and Directors in CS Division has already been uploaded in this Department's website. All the Nodal officers in Ministries/Departments are requested to check at their end the details of the missing ACRs/APARs in respect of officers working under their control and take urgent action to complete the APARs and make available the same to CS-I Division of DOP&T latest by 31.03/2011.

2. All the nodal officers of Ministries/ Departments are also requested to convey the detailed status regarding completion of APARs of CSS officers of their Ministries/Departments for the year 2009-10 to this Division in the enclosed proforma (Annexure-I) latest by 15.04.2011. With regard to CSS officers, where the cadre authorities/Ministries/Departments are the custodians of APARs, the details of status may be provided in the enclosed proforma (Annexure-II) latest by 15.04.2011.

3. The status will be reviewed in the next meeting with cadre authorities under the chairmanship of JS(AT&A), DOP&T.

**Encl:- As above**

  
(Monica Bhatia)  
Director (CS-I)  
Tel.24629411

Ministries/Departments,  
( Shri/Ms

New Delhi.

No.22/11/2010-CS.I(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
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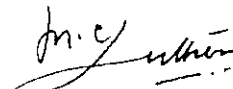
2<sup>nd</sup> floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated: the 31st Jan, 2011

**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.

NAME OF MIN/DEPTT

ANNEXURE-I

STATUS OF COMPLETION OF APARS OF CSS OFFICERS FOR THE YEAR 2009-10

S.No.	Designation	Total No. of officers	Out of Col. 3, No. of officers to whom APAR for 2009-10 issued	Out of Col.4 , how many APARs have been completed	Out of Col.5 , how many have been sent to CS Division of DOP&T	Whether NRCs wherever required have been issued	No. of pending APARs
1	2	3	4	5	6	7	8
1	Under Secretary and equivalent						
2	Deputy Secretary and equivalent						
3	Director and equivalent						
4	Joint Secretary and equivalent						

NAME OF MIN/DEPTT

ANNEXURE-II

STATUS OF COMPLETION OF APARS OF CSS OFFICERS FOR THE YEAR 2009-10

S.No.	Designation	Total No. of officers	Out of Col. 3, No. of officers to whom APAR for 2009-10 issued	Out of Col.4 , how many APARs have been completed	Whether NRCs wherever required have been issued	No. of pending APARs
1	2	3	4	5	6	7
1	LDC					
2	UDC					
3	Assistant					
4	Section Officer					