

No. 22/4/2006-CS-I (C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)
* * *

2nd floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: the July 13, 2007.

OFFICE MEMORANDUM

Sub: ACR dossiers of Selection Grade officers of CSS- Missing ACRs – forwarding of.

The undersigned is directed to invite the attention to this Ministry O.M. of even number dated 14 September, 2006, 9th October, 2006, 9th November, 2006, 9th & 25th January, 2007 and 14th February, 2007 on the above subject wherein it has been requested to make available ACRs of the officers (list attached) to the undersigned by **28th February, 2007**. On scrutiny of ACR dossiers of eligible officers it has come to notice that ACRs of the officers whose names appear in Annexure are still missing for the period mentioned against each of them.

2. The concerned Ministry/Department are, therefore, again requested to make available ACRs of the officers indicated in the list through special messenger to the undersigned **latest by 30th July, 2007 positively**. In case, if these ACRs are not available in the Ministry/Department then a certificate may be furnished to the effect that these ACRs are not available in the Ministry/Department along with the reasons for the same.

3. The ACR dossiers of the officers were maintained by EO (PR) Section prior to transfer of work to this Division. In case, the ACRs of the officers mentioned in the list annexed were sent in the past to EO Division of this Department, a copy of the reference under which the same were sent may be furnished.

4. In case the Ministry/Department fails to furnish the required ACR/ACRs of the Officers in the stipulated period, it would not be possible for this Department to consider them for promotion to next higher grade. Ministry/Department concerned may kindly get the ACRs completed of the respective officers as per the instructions of the Establishment Division of Department of Personnel & Training. The individual officers may also be informed about their missing ACRs so that they may take efforts to get their ACRs completed by reporting and reviewing officers.

5. This may please be treated as **MOST IMMEDIATE**.

6. The list is also available in this Department 's **Website**
"http://persmin.gov.in/Circulars/Reports, CS Division, other General/Recent circular.


(Deepak Israni)

Under Secretary to the Govt. of India
T.No. 2462 9413

Ministries/Departments
(Shri
Director/Deputy Secretary (Admn.)
New Delhi

**List of officers who are being considered for inclusion in
Directors' Suitability List and whose ACRs are missing**

S.No.	Name	Date of Birth	CSL No.	SL Year in SGSL	Ministry/Deptt.	Period for which ACRs are missing
1	Ms. Suchitra Goswami	27.07.51	792	1989	Women & Child Development	1998-99, 2000-01 to 2003-04
2.	Ms. Kalpana Narain	08.08.56	2034	1995	Urban Dev.	1996-97, 1998-99, 1-4-99 to 30.9.99
3.	Sh. B.A. Khan	02.11.51	1192	1995	National Commission for Backward Classes	1998-99 to 2001-02.