

Confidential/Immediate

**No. 8/2/2006-EO (SM-II)
Department of Personnel & Training
(Office of the Establishment Officer)**

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New Delhi, the 11 August 2006.


OFFICE MEMORANDUM

Subject: Proposals for promotions for obtaining approval of the ACC – Submission of abstracts of ACRs on the basis of which promotions are proposed

The undersigned is directed to say that the ACC has directed that, in future, for obtaining approval of the ACC, proposals for promotions, should accompany abstracts of ACRs, on the basis of which, the said promotions are proposed.

2. Presently, the Ministries/Departments submit only the ACR dossiers of the officers, recommended for promotions, along with the proposal for obtaining approval of the ACC.

3. In view of the above directions of the ACC, the Ministries/Departments are requested to furnish, in future, along with the ACR dossiers, the abstracts of ACRs, on the basis of which promotions are proposed, in the enclosed format.


(Satyananda Mishra)
Establishment Officer &
Additional Secretary

To

All Ministries/Departments (Secretaries to the Govt. of India by name) (as per list attached)

Format for Abstracts of ACRs to be enclosed with the ACC proposals.

(No.8/2/2006-EO(SM-II))

Name of the Officer : _____

S.No.	Year/Period	Details of Reporting Authority & Grading	Details of Reviewing Authority & Grading	Details of Accepting Authority and grading

NB:

- (i) The abstracts should be furnished for such ACRs on the basis of which promotions have been proposed.
- (ii) In case, ACRs for less than 5 years were considered, the abstracts of the last five ACRs should be furnished.