

**Most Urgent**

**No: 12012 /4 / 2007 - SSS  
Government of India  
Ministry of Statistics & Programme Implementation**

**Sardar Patel Bhawan, Sansad Marg  
New Delhi – 110001**

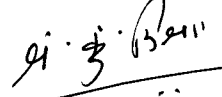
**Dated: 27<sup>th</sup> April, 2010**

**Office Memorandum**

**Sub: Below Bench Mark Grading in the ACRs for considering Promotion / MACP –  
Regarding.**

The undersigned is directed to state that prior to reporting period 2008-09 only adverse remarks in the ACRs were required to be communicated to concerned officials for representation, if any. In view of latest instructions of DOP&T dated 13<sup>th</sup> April 2010 (**Copy enclosed**), it has been decided that all such cases, where promotion / MACP has been affected because of below benchmark gradings, be re-examined and the exercise of notices, explanations & decisions is finalized before future DPCs.

2. All the cadre controlling authorities of MOS&PI are requested to initiate necessary action immediately.



**(S. K. Mishra)**

**Under Secretary to the Govt. of India (SSS)  
Tel. No. 011-23340888**

1. APAR Cell, CSO, M/o S&PI with request to take necessary action on urgent basis.
2. Director (ISS) / Director & HOD.
3. ADG, NSSO (FOD) / ADG (DPD) / ADG (SDRD) / ADG (CPD).
4. Ministry Web site.

Copy to:

1. PS to Joint Secretary (S&PI)

**No. 21011/1/2010-Estt.A**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
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North Block, New Delhi  
 Dated the 13<sup>th</sup> April, 2010

**OFFICE MEMORANDUM**

**Subject:** Below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for upgradation of the final grading.

The undersigned is directed to say that prior to the reporting period 2008-09, only the adverse remarks in the ACRs had to be communicated to the concerned officer for representation, if any to be considered by the competent authority. The question of treating the grading in the ACR which is below the benchmark for next promotion has been considered in this Department and it has been decided that if an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the benchmark for his next promotion, before such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACR for his representation, if any, within 15 days of such communication. It may be noted that only below benchmark ACR for the period relevant to promotion need be sent. There is no need to send below benchmark ACRs of other years.

2. As per existing instructions, representations against the remarks or for upgradation of the final grading given in the APAR (previously known as ACR) should be examined by the competent authority in consultation, if necessary, with the Reporting and the Reviewing Officer, if any. While considering the representation, the competent authority decides the matter objectively in a quasi-judicial manner on the basis of material placed before it. This would imply that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and the views of the Reporting and Reviewing officer if they are still in service on the points raised in the representation vis-a-vis the remarks/gradings given by them in the APAR. The UPSC has informed this Department that the Commission has observed that while deciding such representations, the competent authorities sometimes do not take into account the views of Reporting/Reviewing Officers if they are still in service. The Commission has further observed that in a majority of such cases, the competent authority does not give specific reasons for upgrading the below benchmark ACR/APAR gradings at par with the benchmark for next promotion.

3. All Ministries/Departments are therefore requested to inform the competent authorities while forwarding such cases to them to decide on the representations against the remarks or for upgradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of the concerned Reporting/Reviewing Officers if they are still in service and in case of upgradation of the final grading given in the APAR, specific reasons therefor may also be given in the order of the competent authority.

  
 (C.A. Subramanian)  
 Director

To

**All Ministries/Departments of Government of India**

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat.
5. The Lok Sabha Secretariat.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T.
- (v) Hindi Section for Hindi version of the O.M.