

OFFICE MEMORANDUM

Subject: - Instructions regarding Writing of Annual Confidential Reports (ACR)
in respect of Central Health Services Officers-regd.

The undersigned is directed to draw attention to the enclose copy of DOPT's Circular O.M. No.21011/1/2010 Estt.A dated 13.4.2010 whereby DOP&T has issued fresh instructions inter-alia stating that in case, an employee is to be considered for promotion and his ACR prior to the period 2008-09 contain final grading below the benchmark for his next promotion, the employee will be given a copy of the relevant ACR for his representation, before such ACRs are placed before the DPC/ only the below bench mark ACRs for the period relevant to promotion need be sent to the concerned officers."

2. In pursuance to this several representation from the affected officers have been received. While considering the representations from the affected Officers viz-a-viz, it has been observed that while writing the ACRs of the officers, the Reporting Officer has simply marked against each Column as "Good" and this has been accordingly made the final Assessment as "Good", without giving any reason for making this grading. For instance, under Col."Please comment on the quality of decision making etc", the Reporting Officer is expected to write at some length, while making the Assessment. Likewise, the overall assessment where the direction is that strength and shortcomings of the officer should be reported upon, even here the total assessment is simply given as "Good".

3. This has created confusion in considering the representations of the concerned Officer for up gradation of the grading in the ACRs. Since the Grading given in the ACRs affect the future promotion /s of the concerned officers, all Reporting /Reviewing Officers are directed to apply their mind while recording entries, with the full understanding that these entries will be extremely crucial in determining the future career of the officers in the service.


(PAWAN KUMAR)

UNDER SECRETARY TO THE GOVT. OF INDIA

To

- (i) All participating Units of CHS
- (ii) NIC for posting on Website of Ministry (CHS)