

F.No.4/8/2008/EO/PR
Government of India
Ministry of Personnel, PG & Pensions
(Department of Personnel & Training)

New Delhi the 16th October 2012.

To

The Chief Secretaries of all States & Union Territories.

Subject: Observations of Experts Panel during the evaluation of ACR records of IAS Officers for their empanelment as Joint Secretary in the Govt. of India.

Sir/Madam,

As you are aware, for the purpose of empanelment, there is now a system of screening the PARs of the officers concerned by an Experts Panel. Experts Panel during the course of evaluation of the ACRs/PAR records of IAS Officers for the purpose of empanelment etc. has highlighted that, in some cases, there is ante-dating/manipulation of dates, self assessment portion being left blank, non-recording of the length of the self-assessment, reproducing outdated information and repeating the comments of the previous years etc. while recording PARs.

2. Para 9.3 of the General Guidelines for filling up the PAR form, appended with PAR Rules 2007, provides that Secretary, Department of Personnel/GAD in the State shall be the nodal officer to ensure that the PARs of the members of the service are completed within the time schedule and sent to the Cadre Controlling Authority latest by the 31st March of the following year. Para 9(8) *ibid* further provides that the nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, Reviewing and Accepting Authorities are recorded without fail by the dates given in the schedule below para 9.1. The concerned Administration Division had been assigned similar responsibilities at the Centre vide DOPT's O.M. No. 11059/07/2008-AIS-III dated 26.6.2008. Despite these instructions, a number of PARs are still being received with undated self-appraisals and undated remarks by the Reporting/Reviewing/Accepting Authority etc. It has, therefore, been decided that Secretary(P) in the State and the Joint Secretary(Admn.) in the Central Government Ministries/Departments shall ensure the following:-

- (i) PAR forms are issued to the officers to be reported upon by the cut off dates after filling the requisite columns and specifying the Reporting/Reviewing/Accepting Authorities.

54

- (ii) Officers reported upon submit the self-appraisal by the time prescribed in the rules to the designated Reporting Authority.
- (iii) Progress of recording of comments by the designated Reporting/Reviewing and Accepting Authorities as per the schedule to be regularly monitored, particularly to ensure that they are recorded on time and the correct dates are entered in the PARs and that the PARs do not suffer from any deficiencies highlighted by Experts Panel in para 1 above.

3. All Cadre Authorities/Administrative Ministries are requested to take aforementioned measures urgently.

(B.P. SHARMA)
ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY

Copy to

- i) All the Ministries/Departments of the Govt. of India
- ii) The President's Secretariat, New Delhi
- iii) The Prime Minister's Office, New Delhi
- iv) The Cabinet Secretariat, New Delhi
- v) The Rajya Sabha Secretariat, New Delhi
- vi) The Lok Sabha Secretariat, New Delhi
- vii) Website of the Ministry of Personnel , Public Grievances and Pensions

www.persmin.nic.in>QM&Orders>EstablishmentOfficer>instructions on ACRs/PARs