

DoP/T
Mehra

GOVERNMENT OF INDIA/ BHARAT SARKAR
MINISTRY OF RAILWAYS/ RAIL MANTRALAYA
(RAILWAY BOARD)

No. 2010/SCC/3/8

9th July, 2010

The General Managers,
All Indian Railways, PUs, etc.

Sub: Communication of Below Benchmark ACRs for the years prior to
2008-09 reckonable in future DPCs for promotion.

Department of Personnel & Training, vide their O.M.No. 21011/1/2010-Estt.A dated 13.04.2010 (copy enclosed), have mentioned that if any 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 that 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 disclosed.

2. It has also been mentioned in DoP&T's above O.M. that the competent authorities considering representations of the employees against entries/grading in their ACRs/APARs should be informed that the decision on the representation may be taken objectively after taking into account the views of Reporting/Reviewing officers, if they are still in service, and in case of upgradation of the final grading given in the APAR, specific reasons therefore may also be given in the order of the competent authority.

3. Board have decided to implement the instructions contained in DoP&T's above mentioned O.M. on Railways. It is, therefore, requested that while holding DPCs for promotions of the employees in future, the above instructions may be taken care of and complied with.

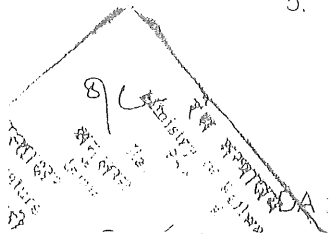
4. As per Board's letters No. 2002/SCC/3/1 dated 03.06.2002 and 30.09.2002, benchmark being followed on Railways for promotion from Senior Scale to JAG/SG is 'Good' and benchmark 'Good' is defined as two 'Very Good' and three 'Good' gradings in the last five years ACRs. Therefore, ACR with 'Good' or below grading reckonable for assessment in future DPCs for JAG (Ad hoc) promotions shall be treated as below benchmark and, accordingly, be disclosed to the officer concerned.

5. Please acknowledge receipt of this letter.

As above.



(M.S. Mehra)
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Ph. : 23383498



DoPT
APAR

S. No. 1
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Estt/ACR matters

No. 21011/1/2010-Estt.A
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 13th 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