

No. 21011/1/2005-Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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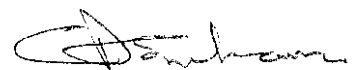
New Delhi, the 6<sup>th</sup> January, 2010

OFFICE MEMORANDUM

Subject:- Effect on modification/expunction of adverse remarks in the ACRs and upgradation/down-gradation of the overall grading in the ACRs prior to the period 2008-2009.

The undersigned is directed to say that instructions were issued vide O.M. of even number dated 14<sup>th</sup> May, 2009 by which the complete APAR (previously known as ACR) including the overall grading and assessment of integrity shall be communicated to the concerned officer for representation if any, with effect from the reporting period 2008-09 which was to be initiated from 1.4.2008. Prior to that only adverse remarks in the ACR were required to be communicated for representation, if any. The then existing instructions further provided that the overall grading in the ACR should remain unchanged even after modification or expunction of the entire adverse remarks. It was left to the DPC to re-determine the overall grading if it considered that the expunction of such adverse remarks had so altered the quality of the ACR. The matter has been further considered and it has been decided that in those cases where the reckonable ACRs prior to the reporting period 2008-09 are to be considered in a future DPC on which the adverse remarks of Reporting / Reviewing / Accepting Authorities have been expunged or modified by the Competent Authority, the "overall grading" in the ACR be kept blank for appropriate re-grading by the DPCs. The existing grading shall be blocked in such cases. It has also been decided that where the authority has upgraded / downgraded the overall grading without giving sufficient reasons, the DPC shall treat such an exercise as non-est/invalid. General terms, such as "I agree or disagree with the Reporting Officer / Reviewing Officer" used by the Reviewing / Accepting Authority shall not be construed as sufficient reason for upgrading / downgrading the overall grading given by the Reporting Authority / Reviewing Authority. The proposals for the DPC where ACRs upto the reporting period 2007-08 will be taken into account should specifically bring out these guidelines.

2. It is also made clear that past cases already decided will not be re-opened.



(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.