

No. 12/Miscellaneous/2007 - CR Cell
Directorate General of Works
Central Public Works Department
Nirman Bhawan, New Delhi

17 APR 2007
1199
Dr. No. 1199

Dated the 12 April, 2007.

OFFICE MEMORANDUM

Subject:- Annual Confidential Reports (ACRs) of Central Government Employees
- regarding.

The undersigned is directed to invite the attention of all concerned officers of the CPWD to this Directorate's Office Memoranda of even number dated 23-1-2007 and 28-2-2007 whereby instructions for timely submission of ACRs and preparation of ACRs carefully in accordance with the guidelines laid down by the DOPT/this Directorate in this regard were issued. It is further stated that instances have come to the notice of this Directorate wherefrom it has been noticed that due care is not being taken by certain reporting/reviewing officers in recording ACRs of the staff working under them and use ambiguous terms/words that do not convey the intention of the recording officer correctly. Therefore, the need to issue another OM on the subject has arisen.

2. It is reiterated that ACR should be prepared carefully after following the prescribed procedure. Slightest negligence on the part of the recording officer may lead to grave injustice to the officer reported upon by marring his future. As such, the officer recording the remarks/grading in the ACR should realize the importance of entries made by him and write them with greatest possible care. The instructions provide that the words/phrases should be chosen carefully and should accurately reflect the intention of the officer recording the comments in the ACR. It is also pointed out that the performance of every Government employee is assessed through his ACRs. Hence the ACR is required to be written in such a manner that it correctly reflects his achievements during the year and serves as a data for judging his comparative merits at the time of his promotion etc. The wordings in the ACR should be such that the conduct, work, potential and character of the officer reported upon can be accurately assessed through the recorded opinion.

3. Recently, a DPC constituted for considering certain CPWD employees for grant of NFSG has come across certain cases where the recording officers have used their own gradings instead of gradings specified in the instructions on the subject. **In relation to overall grading of an officer, it has been provided that the gradings should be "outstanding/very good/good/average/below average".** These gradings are used, inter-alia, in assessing fitness for promotion where specific benchmark has been provided. Certain officers use their own gradings instead of the specified gradings mentioned above with the result that it becomes difficult to assess the fitness of an

For Mr. [unclear]
[unclear] [unclear]

officer for promotion to higher grade on the basis of the said gradings. It is, therefore, reiterated that the instructions issued by the DOPT as well as this Directorate from time to time for recording of ACRs, especially with regard to gradings in the ACR, should be strictly followed.

4. In view of the above, it is stressed that the contents of this OM as well all earlier instructions issued by the DOPT/this Directorate on the subject should be kept in mind at the time of writing ACRs of their subordinate staff.


(T.R. PRASAD)
Deputy Director

To,

All Addl. Director Generals, E in C, (PWD), All Chief Engineers (Civil & Elect), All Superintending Engineer (Civil & Elect.), All Director Works, All Executive Engineer (Civil & Elect.), All Chief Architects, All Senior Architect, All Architect Dir (Hort)/ Addl. Dir (Hort.), Director (Hort.), SE (Coord.) (C) & (El.), Delhi, SE (Coord.) WZ, Mumbai, SE (Coord.) SR, Chennai, Chennai SE (Coord.) EZ, Kolkata.