

PRIORITY

**File No. Sr. DDG(A)/eGov/ACR/2021
INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramalingaswamy Bhawan,
Ansari Nagar, New Delhi-110029**

Dated: 03.02.2021

OFFICE MEMORANDUM

Annual Confidential Reports (ACRs) and Annual Performance Assessment Reports (APARs) of ICMR employees are being maintained for completion of probation, confirmation / promotion, financial upgradation under Modified Assured Career Progression Scheme (MACP) and Modified Flexible Complementing Scheme (MFCS) etc., based on the assessment of the confidential dossier. The ACR/APAR is of the greatest importance for the efficiency and morale of the services. It is in the interest of not only ICMR but also of the employees that the value of a proper system of confidential reports is recognized by all concerned. In the interest of efficiency of the service and also of the officers, it is very important that the ACRs/ APARs are written with the greatest possible care so that the work, conduct, character and capabilities of the officers reported upon can be accurately judged from recorded opinion. Officers recording remarks must realize the importance of these entries as their own competency will be judged partly from the confidential remarks that they record about officers/staff working under them. The Head of every Institutes/ Centres/ Headquarters should regard it as his personal and special responsibility to ensure that ACRs/APARs are properly maintained in respect of all employees working under them.

2. In pursuance of the above, it is observed from the records while conducting DPCs for completion of probation/confirmation and promotion that various staff / officers of Scientific / Technical and Administrative cadres have not submitted their ACRs/APARs since long inspite of repeated reminders sent to them but they did not submit their self-assessment report timely. Concerned Reporting/Reviewing Officers have also been requested repeatedly that the Reporting Officer should not wait even after the expiry of the time limit for self-appraisal of the Officer to be reported upon. After the expiry of the said time limit, if self-appraisal is not received, the Reporting Officer should take it upon himself/herself to remind concerned Officer to be reported upon in writing, asking him/her to submit his/her self-appraisal by the stipulated date. It should also be made clear in the reminder that if the Officer reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated time, the Reporting Officer can obtain another blank ACR form from Administration and proceed to write the report on the basis of his experience/knowledge of the work and conduct of the Officer reported upon. While doing so, he/she can also point out the failure of the officer reported upon to submit his/her self-appraisal within the stipulated time inspite of best efforts but in vain.

3. The Government of India vide Dept. of Pers., & Trg. O.M.No.35014/4/83-Estt. (A), dated the 23.9.1985 have issued following time schedule given for strictly compliance:-

Sl.No.	Nature of Action	Date by which to be completed
1	Distribution of blank CR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and Reporting Officers where self-appraisal is not to be given)	31 st March (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer -Where self-appraisal by officer reported upon is prescribed. - Where self-appraisal by officer reported upon is not prescribed. - Where officer reported upon is himself a reporting officer for subordinates under him.	5 th May. 21 st April. 22 nd May.
4.	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell	<ul style="list-style-type: none"> • 23rd May where the due date for the reporting officer is 5th May. • 7th May where the due date for the reporting officer is 21st April. • 5th June where the due date for the reporting officer is 22nd May.

GOI has also issued **important notice** vide DOP&T O.M. No. 21011/02/2009-Estt. (A) dated 16.02.2009 regarding completion of ACRs as under:-

- i) **The Reporting Officer to complete the ACRs as per schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.**
- ii) **Reviewing Officer also to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.**

4. Since all Appointment/Promotion etc. of the following posts are being held by ICMR Headquarters Office at its office at New Delhi as per the common seniority list:-

Sl. No.	Promotion from the post of	Promotion to the post of
1	Assistant	Section Officer
2	Assistant	Accounts Officer (Jr. Grade)
3	Section Officer	Administrative Officer (Jr. Grade)
4	Section Officer	Administrative Officer
5	Section Officer	Accounts Officer
6	Administrative Officer	Sr. Administrative Officer
7	Sr. Administrative Officer	Assistant Director General (Admn.)
8	Assistant Director General (Admn.)	Dy. Director General (Admn.)
9	Accounts Officer	Sr. Accounts Officer
10	Sr. Accounts Officer	Assistant Director General (Finance)

5. Apart from the above, all works relating to Appointment/Promotion and Assessment under Modified Flexible Complementing Scheme (MFCS) in respect of Scientific cadre are also being done by Personnel / Recruitment Section, ICMR Hqrs. Office, New Delhi.

6. Accordingly, the Director General, ICMR has decided that all work relating to probation, confirmation / promotion, financial upgradation under Modified Assured Career Progression Scheme (MACP) and Modified Flexible Complementing Scheme (MFCS) etc. above Grade Pay Rs.2800 are shifted to ICMR Hqrs. Office. Therefore, all works relating Annual Confidential Reports (ACRs) / Annual Performance Assessment Reports (APARs) in respect of Scientific/Technical/Administrative cadre above Grade Pay Rs.2800/ Level-5 of Pay Matrix of 7th CPC will be maintained by the ICMR Hqrs. Office, New Delhi by creating a ACRs/APARs Cell with immediate effect.

7. Director General, ICMR has also decided that the ACRs/APARs in respect of all Scientific/ Technical/ Administrative cadre employees shall be uploaded in the ICMR website for transparency. Therefore, all ACRs/APARs of the serving employees may be scanned in a well planned manner and uploaded as per the schedule given below :

Administrative staff	: 07/02/2021
Scientific cadre	: 15/02/2021
Technical staff	: 22/02/2021

9. In view of the above, all Directors/ Officers-in-charge of ICMR Institutes/Centres and Heads, ICMR Hqrs. are hereby requested to complete the ACRs dossiers in respect of Scientific, Administrative and Technical employees in yours Institutes / Centres and to furnish the complete dossiers (Group-wise, Scientific, Administrative and Technical) to Administration – I Section, ICMR Hqrs. in a confidential sealed cover urgently so that all cases related to completion of probation, confirmation / promotion, financial upgradation under Modified Assured Career Progression Scheme (MACP) and Modified Flexible Complementing Scheme (MFCS) etc. will be processed timely to the Competent Authority for approval as per the guidelines issued by DOPT from time to time in this regard.

10. Secondly the Directors/officers In-charge of the concerned Institutes/Centres and Heads, ICMR Hqrs. are also requested to direct the Reporting and Reviewing Officer of the employees concerned of the Institutes/Centres to comply with the time schedule for completion of ACRs/APARs as issued by the DOPT from time to time, failing which, it will be brought to the notice of concerned Director of Institutes/Centres and Heads, ICMR Hqrs. to call for the explanation of the concerned officers for not having performed their official duty of writing the ACRs/APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR/APAR be placed in the ACR/APAR folder of the defaulting officer concerned.

11. It is also observed that the Reported Officer upon, Reporting / Reviewing Officer are not mentioning the prescribed time limit of writing the ACRs. It is mandatory to mention the date as per the guidelines. All the ACRs should be completed with the guidelines issued from time to time by the GOI / ICMR and completed ACRs duly properly filled by Reporting & Reviewing Officer with date should be submitted to Director of the Institute. Incomplete ACRs / APARs will not be accepted. Overwriting in the ACRs without signature will also not be accepted.

12. The above instructions may be brought to the notice of all employees and their Reporting / Reviewing Officer for strict compliance.

13. This issues with the approval of Director General, ICMR.


(Jagdish Rajesh)

Assistant Director General (Admn.)

All Institutes / Centres of Indian Council of Medical Research

Copy to:- (for similar action)

1. PS to DG / Sr. DDG(A)/Sr. FA
2. Head of Technical Divisions
3. ADG (A) I & II and ADG (F)
4. All Sr. AO / Sr. ACO