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NO. 21011/1/93-Estt.(A)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES &
PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

NEW DELHI, DATED THE 14 JANUARY, 1993

OFFICE MEMORANDUM

SUB: Confidential Report-Preparation and maintenance of-

The undersigned is directed to say that in accordance with para 1(ii) of this Department's O.M.NO. 21011/1/77-Estt.(A) dated 30.1.78, where a reporting officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within one month of his retirement or demission of office. It has been decided to extend this provision hitherto applicable only to the reporting officer, to the reviewing authority also to enable him to review ACRs of his subordinates within one month after his retirement or demission of office.

2. Ministries/Departments are requested to bring this to the notice of all concerned for information and necessary action.

(S.K.PATRA)
DEPUTY SECRETARY TO THE GOVT. OF IND.

To

All Ministries/Departments of Govt. of India with usual number of s-pare copies.

No. 21011/1/93-Estt.(A) Dated 14 January, 1993

Copy to:

1. The Comptroller & Auditor General of India.
2. The Central Vigilance Commission.
3. The Union Public Service Commission.
4. Lok Sabha/ Rajya Sabha Sectt.
5. The Commissioner of Linguistic Minorities, Allahabad.
6. All attached and subordinate offices of MHA & DP&T.
7. All Administrative Section in DP&T.

(S.K.PATRA)
DEPUTY SECRETARY TO THE GOVT. OF
INDIA.