

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

New Delhi the 12<sup>th</sup> June, 2014.

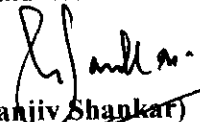
**OFFICE MEMORANDUM**

**Sub: Below Benchmark grading in ACRs prior to reporting period 2008-09 and their communication in Ministries/Departments using Graded Bench Marks/Evaluation Criteria for promotion to higher posts.**

DoP&T has issued an OM vide F.No. 21011/1/2010-Estt.A dated 22/5/2014 on the subject cited above.

2. The above OM is being circulated to all Ministries/Departments and Authorities concerned for information and necessary action.

*Encl: a/a*

  
(Sanjiv Shankar)  
Director(E.II)  
Tel: 23093180

**All Ministries/Departments of the Government of India**

**Copy to:-**

1. The President's Secretariat, New Delhi.
2. The Vice President's Secretariat, New Delhi.
3. The Prime Minister's Officer, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat, New Delhi.
6. The Lok Sabha Secretariat, New Delhi.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi.
9. The Staff Selection Commission, New Delhi.
10. All attached officers under the Ministry of Personnel, Public Grievances and Pensions.
11. NIC for updation on the website.

  
(Sanjiv Shankar)  
Director(E.II)  
Tel: 23093180

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

New Delhi the 22<sup>nd</sup> May, 2014.

**OFFICE MEMORANDUM**

**Sub: Below Benchmark grading in ACRs prior to reporting period 2008-09 and their communication in Ministries/Departments using Graded Bench Marks/Evaluation Criteria for promotion to higher posts.**

Reference is drawn to this Department's OM of even number dated 13.04.2010 which provides that if an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 are reckonable for assessment and contains final grading which are below the benchmark for his next promotion, the concerned employee will be given a copy of relevant ACR for his representation, if any, within 15 days of such communication before such ACRs are placed before the DPC. In this OM dated 13.04.2010, it was also noted that only below benchmark ACR for the period relevant to promotion needed to be sent.

2. In this connection it is stated that where all the following conditions exist, namely:
  - a. where benchmark at one level varies from a benchmark at another level post (e.g. 'Very Good' at SAG level and above Very Good/Outstanding at HAG and above), and
  - b. where an employee is to be considered for promotion in a future DPC convened on or after 13.04.2010, and;
  - c. where his ACRs prior to the period 2008-09 which would also be reckonable for assessment of his fitness in any DPC subsequent to the next promotion (including any empanelment/financial up gradation), during the course of his career, and
  - d. where this ACR(s) may become below-benchmark ACR, because of the prescribed higher benchmark for any of the higher post/level;

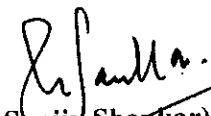
then, the concerned employee shall be given a copy of such (or all such) reckonable below benchmark ACR(s) pertaining to period prior to 2008-09 for his representation, if any, within 15 days of such communication.

3. It is further clarified that once an ACR is communicated to the employee, irrespective of the fact that whether representation was made or not, there cannot be a case of communication of below benchmark grading to the officer concerned more than once.

**Illustration:** In the case of 'A' the benchmark for promotion to SAG level is 'Very Good'. However, for promotion to the HAG level the benchmark is 'Outstanding'. Of the reckonable year ACRs, 'A' had all 'Outstanding' except one 'Very Good' for the year 2007-08. For the

DPC at SAG level, the 2007-08 ACR meets the benchmark, however, for his future promotion to 'HAG' which may become due in the next 3 years, the 2007-08 ACR is likely to be a reckonable ACR but below benchmark for the HAG level. Such ACR of 2007-08 shall also be given to 'A' for his representation, if any, within 15 days of such communication to be considered by the Competent Authority before DPC considers him for SAG level promotion. This would, however, not apply where an opportunity had already been given to 'A' to represent against the grading in ACR for 2007-08.

4. This issues with the approval of Secretary(Personnel).

  
Sanjay Shankar)

Director

Tel: 23093180

To

1. Ms. Sujata Singh, Secretary, Ministry of External Affairs, South Block, New Delhi.
2. Shri R. Khanna, Special Secretary, R&AW, Cabinet Secretariat, New Delhi.
3. Shri Arunendra Kumar, Chairman, Railway Board, Rail Bhawan, New Delhi.
4. Shri B.P. Sharma, Establishment Officer & Addl. Secretary, DoP&T, North Block, New Delhi.
5. Ms. Mukta Goel, Director(Estt.I), DoP&T, North Block, New Delhi.

