

No. 11/10/2016 – EO(PR)  
Ministry of Personnel & PG, Pensions  
Department of Personnel & Training  
EO (PR) Section

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North Block, New Delhi  
Dated the 14<sup>th</sup> March, 2017


**CIRCULAR**

In terms of this Department's Letter No. 11059116/76-AIS(III) dated 26.2.1977, Confidential Rolls of the members of All India Services may be destroyed after a period of two years after their death or retirement. Subsequently, however, it was decided vide this Department's letter No.1105911312010-AIS-III dated 9.9.2010, to provide the CR / PAR dossiers of the AIS officers to them on their request, after the normal period of retention of two years time is over from the date of their retirement. This shall, however, be subject to the provisions of this Department's letter No. 11059/11/78-AIS-III dated 16<sup>th</sup> May, 1978.

2. Action is accordingly being taken for destroying such CRs / PARs. Officers who wish to obtain their dossiers may send their requests to the undersigned along with a copy of valid identity / full current postal address / phone no. etc, to the undersigned at the address given below, within ninety days time from the date of issue of this circular:

**Address**

D/o Personnel & Training  
Room No.215, North Block  
New Delhi – 110001

  
(Amit Srivastava)  
Under Secretary (PR)  
Ph: 011-23092112  
Email: [amit.s13@nic.in](mailto:amit.s13@nic.in)

- Encl: (i) Letter No.11059116/76-AIS(III) dated 26.2.1977  
(ii) Letter No. 11059/11/78-AIS-III dated 16.5.1978  
(iii) Letter No.1105911312010-AIS-III dated 9.9.2010

performance of the member of the Service reported upon as may be specifically empowered in this behalf by the Government.

2. It appears that some States have kept in view the seniority and pay scale of the reporting officer vis-à-vis the Member of the Service reported upon while assigning reporting authorities whereas others have not. Instances have come to the notice of this Department wherein ACRs of the members of All India Service have been initiated by officers belonging to the same batch or drawing pay in the same scale as that of the officer reported upon. In order to ensure that simmering bitterness is not caused and to preserve a esprit/de/corps it is considered desirable to have some uniformity in prescribing reporting and reviewing authorities.

3. It is suggested to the State Govts. that while assigning reporting/reviewing authorities efforts may be made to ensure that a member of the Service or any other officer does not initiate the C.R. of another member of the Service in the same grade of pay. It is also desirable that the reviewing authority is in a higher grade than the reporting authority within the limits of administrative convenience.

{No. 11059/4/89-AIS.III, dated the 28th December, 1990.}

#### **(IV) CHANNEL OF WRITING ACRS**

##### **1. Laying down channels for recording of remarks by the Ministries/Departments of the Government of India.-**

The undersigned is directed to say that in case of members of the All India Services serving in connection with the affairs of the Union or any public sector undertaking, autonomous or other body within the administrative purview of the Government of India, the concerned ministries are authorised to lay down the channel of recording of remarks in the ACRs of the members of the service as provided for in the All India Services (Confidential Rolls) Rules 1970.

2. It may be pointed out that especially in cases of public sector undertakings, cooperatives and other autonomous bodies, the actual channel of supervision and the linkage thereof may not be clear and, therefore, it is all the more necessary that the linkage and consequently the channel for recording the remarks in the ACRs of the officer needs to be laid down clearly by the ministries concerned with the approval of the competent authority.

3. It has been noticed that some ministries are yet to lay down the channel of recording of the ACRs in case of members of this service serving within their administrative purview especially in the case of cooperatives, autonomous bodies, etc. It is requested that the situation may please be got rectified immediately and orders issued in this regard may be endorsed to this Department for information.

[No. 11059/9/93-AIS, dated the 30 August, 1993]

#### **GOVERNMENT OF INDIA'S ORDERS UNDER RULE 3**

##### **Retention of ACRs**

②

I am directed to say that enquiries in the recent past have been received from certain State Government as to the period for which the Confidential Rolls of the members of the All India Service who retired and/or who die while in service should be retained. It is hereby clarified that the Confidential Rolls relating to a deceased officer may be destroyed after a period of two years after his death or retirement.

[Letter No. 11059/16/76-AIS (III) dated 26/2/77]

## **GOVERNMENT OF INDIA'S ORDERS UNDER RULE 5**

### **(I) TIME SCHEDULE FOR WRITING ACRs.**

#### **1. Adhering to time schedule for writing ACRs.-**

A question has been raised as to what exactly is meant by the term 'immediately thereafter' in sub-rule (2) of rule 5. It is clarified that the confidential report in such cases may ordinarily be written within a period of two months from the date of relinquishment of charge of the reporting authority or the officer reported upon as the case may be.

{F.No.11059/1/81-AIS-III dated 18.3.1981}

#### **2. Adhering to time schedule for writing ACRs.-**

According to the previous contained in sub-rule (1) of Rule 5 of the Indian Administrative Service (Confidential Rolls) Rules, 1970, a confidential report assessing the performances, character, conduct and qualities of every member of the service shall be written for each financial year, or calendar year, as may be specified by the Government, ordinarily within two months of the close of the said year. Further sub-rule (2) of Rule 5 *ibid* provides that a confidential report shall also be written when either the reporting authority or the member of the service reported upon relinquishes charge of the post and, in such a case, it shall be written at the time of relinquishment of his charge of the post or immediately thereafter. Instances have come to notice wherein the provisions contained in the above said sub-rule (1) & (2) of Rule 5 *ibid* are not being strictly followed. The delay in writing of the Confidential Reports defeats the very object of writing Confidential Reports in as much as it deprives the affected officers concerned to improve their performance and rectify the defects, if any pointed out by the reporting officers.

It is, therefore, requested that special efforts should be made to ensure that the provisions contained in sub-rule (1) & (2) of rule 5 of the All India Services (Confidential Report) Rules, 1970 are strictly complied with.

[F. No. 11059/13/82-AIS (III), dated 11.1.84.]

#### **3. Time schedule and procedure of recording adverse remarks/advisory remarks**

Copy of letter No. 11059/8/86-AIS(III) dated the 16th Feb., 1987 from Shri N. Sanyal, Under Secretary, Department of Personnel & Training, North Block, New Delhi to the Chief Secretaries of all the State Governments and Secretaries to Govt. India.

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No.11059/13/2010-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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New Delhi, the 9<sup>th</sup> September, 2010

To

Chief Secretaries of all States/Union Territories

**Subject: - Providing copies of ACRs/PARs to retired Members of All India Services after the normal period of retention – regarding.**

Sir/Madam,

I am directed to say that the Government of India Instructions issued in letter No. 11059/16/76-AIS(III) dated 26<sup>th</sup> February, 1977 provide that Confidential Rolls of the members of All India Services may be destroyed after a period of two years after their death or retirement. The Confidential Rolls are important documents for the career development of the members of the Services. However, these were confidential documents under the All India Services (Confidential Roll) Rules, 1970 till the adoption of the All India Services (Performance Performance Appraisal Report) Rules, 2007. The new rules, adopted from the assessment year 2007-08 provide that the whole content of the PAR, including the overall grading shall be communicated to the officer concerned for making representation at appropriate authority. Therefore, the confidentiality of the ACR/PAR has no relevance now.

2. The AIS(PAR) Rules, 2007 envisages for maintenance of a personal dossier containing, inter-alia, the PARs earned throughout the career, certificates of training or study, details of books or articles published, appreciation letters and other documented achievements made by the officer throughout his career. Some of the members of All India Services have shown their keenness that after retirement this record be handed over to them.

3. It has, therefore, been decided that after the normal period of retention of two years and on the request of the officer, the CR dossiers of the retired members of the Services may be provided to them. Each interested member of the Service may indicate his/her intention in this regard to the concerned authority in the Central Government or the State Government at the time of retirement with the complete postal address. The Concerned authority in the Central Government as well as in the State Government shall maintain a list in this regard and send the CR dossiers to the concerned retired Member of the Service after the period of normal retention is over.

4. The instructions may be brought to the notice of all the members of All India Services.

Yours faithfully,

Sd/-

(R.K. Gupta)

Under Secretary to the Government of India

Copy to:

- (1) All Ministries/Departments of the Government of India
- (2) The Ministry of Home Affairs (Attn: Joint Secretary-Police), North Block, New Delhi
- (3) The Ministry of Environment and Forests (Attn: Joint Secretary, Forests), Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
- (4) Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
- (5) All officers/Sections of the Department of Personnel and Training.
- (6) Website of the Ministry of Personnel, Public Grievances and Pensions.  
([www.persmin.nic.in](http://www.persmin.nic.in)>circulares>service>PerformanceAppraisal Report)

*o/c*

Under Secretary to the Government of India

(R.K. Gupta)



(6)

Instructions regarding retention of ACRs / PARs  
of AIS officers.

2. It is again emphasized that while filling up the '**Integrity Column**', the concerned authority should either write '**beyond doubt**' or the column should be **left blank** and the procedure prescribed therein should be followed. No other words such as 'certified' or 'not certified' should be used by the concerned authorities.
3. It is requested that these instructions may be brought to the notice of all concerned authorities.

[Letter No. 11059/26 /2005-AIS (III), dated the 2<sup>nd</sup> January, 2006]

### MISCELLANEOUS

#### 1. Retention of ACRs

I am directed to say that the Government of India Instructions issued in letter No. 11059/16/76-AIS(III) dated 26<sup>th</sup> February, 1977 provide that Confidential Rolls of the members of All India Services may be destroyed after a period of two years after their death or retirement. The Confidential Rolls are important documents for the career development of the members of the Services. However, these were confidential documents under the All India Services (Confidential Roll) Rules, 1970 till the adoption of the All India Services (Performance Appraisal Report) Rules, 2007. The new rules, adopted from the assessment year 2007-08 provide that the whole content of the PAR, including the overall grading shall be communicated to the officer concerned for making representation at appropriate authority. Therefore, the confidentiality of the ACR/PAR has no relevance now.

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[Letter No. 11059/13/2010-AIS (III) dated 09/09/2010]

#### 2. Retention of ACRs

I am directed to refer to this Department's letter No. 11059/16/76-AIS (III), dated the 26<sup>th</sup> February, 1977, a copy of which is enclosed, and to say that the confidential dossiers of members of All India Services, who are retired from service in public interest under rule 16(3) of All India Services (DCRB) Rules, 1958 should not be destroyed five

years after the date of their retirement from service if the officer concerned has submitted representation/memorial against the order of his retirement from service or if he has challenged the order of his retirement in a court of law. In such cases, the confidential dossiers should be retained till the representation/memorial is finally disposed of or, if the officer has gone to the court, the judicial proceedings, including possible appeal against the ruling of the lower court, are over.

[Letter No. 11059/11/78-AIS III, dated 16<sup>th</sup> May, 1978]

**2. Dispensing with the need of writing ACR of - Direct Recruit IAS officers during the period of probation.-**

I am directed to state that under the AIS (Probation) Rules, 1954, an Assessment Report has been prescribed to maintain a record of the performance of Direct Recruit Probationers undergoing training under the charge of the Director, LBSNAA, This Assessment Report is designed to assess whether the probationer has the requisite qualities of mind, character and aptitude to be confirmed in the service. If the Competent Authority on considering the Assessment Report is of view that the probationer lacks qualities of mind, character and aptitude to be confirmed in the service, then he can be discharged under the probation rules.

[No.11059/10/95-AIS (III) dt.09.10.1996]