

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI**



F.No. 11(20)/2001-E.IV

Dated 11th March, 2010

To

All the Directors/ Project Directors of ICAR ResearchInstituters/NRCs/Bureax

**Sub: Career advancement of technical employees- merit promotion under
Para 6 of TSR, 4th Edition – Evaluation of CRs – reg.**

Sir,

Reference is invited to Council's circular no. 18(1)/2004-E.IV dated 26th December, 2005 vide which revised guidelines for considering cases of merit promotion of technical employees were circulated. It has been observed that while evaluating ACRs as per Para 3.3. of the above cited circular, the ACR grading is sometimes upgraded on the ACR/APAR form itself by the Assessment Committees. In this connection, it is stated that DOPT instructions regarding evaluation of ACRs inter-alia provide as under:

"The DPC should not be guided merely by the overall grading, if any, that may be recorded in the CRs, but should make its own assessment on the basis of the entries in the CRs, because it has been noticed that some time the overall grading in a CR may be inconsistent with the grading under various parameters or attributes"

According to the above provision, the DPCs are not supposed to interfere with the ACR grading in cases where overall grading is consistent with the grading under various parameters or attributes.

In cases where the overall grading is found to be inconsistent with the grading under various parameters or attributes, the DPC is required to make its own assessment on the basis of the entries in the CR and record its conclusions and recommendation clearly in its proceedings. There is no question of upgrading or changing the ACR itself. In fact, other than the reporting, reviewing and accepting authorities, no one can make entries on the ACR- that would amount to interfering with and altering official record.

It is requested that these instructions may be brought to the notice of all concerned to ensure proper application of the relevant DOPT/ICAR guidelines in this regard.

Yours faithfully,

(RAJIV MEHRISHI)
Secretary, ICAR

Copy to:

1. All Officers at Krishi Bhavan/KAB-I & II.
2. SPPS to DG, ICAR
3. PPS to Secretary, ICAR
4. Shri Hans Raj, Information System Officer(DIPA) KAB-I for putting in the ICAR website.
5. Cdn. Section for giving index number.