

No.A.28011/1/2014-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated Aizawl, the 21st January, 2014

Subject: Time limit for completion of ACRs and communication of adverse remarks/grading in the ACRs.

It has come to the notice of the Government that inspite of clear instructions issued vide No.A.29011/1/89-POL dated 05.04.1994 regarding time limit for completion of ACRs, there have been cases where some Officers failed to submit their ACRs within the prescribed time limit or the Reporting Authority/Accepting Authority failed to complete the ACRs in respect of their subordinates within the fixed time limit.

Moreover, inspite of clear instructions issued vide No.A.28011/1/89-POL/Pt dated 21.07.1992 regarding communication of adverse remarks in the ACR by the appropriate authority within the prescribed time limit to the Government servant reported upon, adverse entries in some cases have not been communicated to the concerned Government servant within the stipulated time. Such failures to adhere to the prescribed time limit for completion of ACRs and communication of adverse remarks often caused inconveniences to the Government at the time of processing cases of confirmation, promotion to higher grade/posts and financial upgradation under MACPS, etc which is viewed seriously by the Government.

In supercession of the Political & Cabinet Department OM No.A.29011/1/89-POL dated 05.04.1994 and with a view to ensuring that ACRs are completed well in time by all Government servants, the Governor of Mizoram is pleased to modify the time limits prescribed for completion of ACRs in respect of all Government servants except those Group 'A' Officers whose performance appraisal report are governed by the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010 as follows:

- 1. Distribution of ACR Forms:** Distribution of blank ACR forms to the concerned Government servant with Part-I duly filled up by the Administrative Department/Heads of Department/Heads of Offices shall be done on the date at which the ACR is due i.e **1st April** of the relevant year.
- 2. Self Assessment:** All Government Servants reported upon should submit their ACRs after filling up Part-II (Self Assessment) with a forwarding letter to the Reporting Authority within one month (i.e **30th April** of the relevant year) from the date on which the ACR is due. If the Government servant concerned fails to submit his self assessment within the time limit, the Reporting Authority shall initiate the ACR without waiting for

the self assessment from the Government servant concerned. However, in such cases, an entry in the ACR should also be made that the Government servant reported upon has failed to comply with the Government's instructions in this regard.

3. Initiation of ACR: The Reporting Authority should submit the ACR to the Reviewing Authority latest by the **31st of May** of the relevant year. In case the Reporting Authority fails to complete the ACRs in respect of his subordinates within the prescribed time limit, the lapse on his part is to be viewed seriously and an entry should be made in his ACR that he fails to complete the ACRs of his subordinates well in time.

4. Reviewing of ACR: The Reviewing Authority should submit the ACR to the Accepting Authority latest by the **30th of June** of the relevant year. If the Reviewing Authority fails to complete the ACR within the prescribed time limit, the lapse on his part is to be viewed seriously and an entry should be made in his ACR that he fails to complete the ACRs of his subordinates well in time.

5. Accepting of ACR: The Accepting Authority, after recording his acceptance, should submit the ACR to the Custodian of the ACR latest by the **31st of July** of the relevant year. If the Accepting Authority fails to complete the ACR within the prescribed time limit, the lapse on his part will be viewed seriously by the Government.

In partial modification of the Political & Cabinet Department OM No.A.28011/1/89-POL dated 20.12.1990 and OM No.A.28011/1/89-POL/Pt dated 21.07.1992 and with a view to ensuring that adverse remarks in ACRs are communicated well in time, the Governor of Mizoram is further pleased to order that where a Confidential Report of a Government servant contains adverse remarks, it shall be communicated by the Accepting Authority to the respective Government servant in writing together with the substance of the entire Confidential Report within 15 days of completion of the report or within 15th July of the relevant year, whichever is earlier. A certificate to this effect shall also be recorded in the Confidential Report. The Government servant should be given an opportunity to make representation against such adverse remarks to the Accepting Authority within 30 (thirty) days from the date of communication of such remarks. The representations, if any, against such adverse remarks should be considered and taken into account while recording his remarks by the Accepting Authority in the ACR of the Officer reported upon.

Even in the absence of an adverse remark, grading below benchmark for promotion to the next higher grade is considered nothing less than an adverse remark and need to be brought to the notice of the Officer reported upon so that he may make representations if he desires so. In order to let the Officer reported upon know the completion of his ACR for the relevant period/year, the receipt of the duly completed ACR including the grading irrespective of whether Below Average, Average, Good, Very Good or Outstanding grading should be communicated by the Custodian to the Government servant reported upon positively within a period of 15 days from the date of receipt of such completed ACR with intimation to the Accepting Authority. The

Officer reported upon may submit his representation, if he desires so, to the Accepting Authority and on receipt of such representations, if any, the Accepting Authority shall call comments from the Reporting Authority in case overall grading given by the Reporting Authority was accepted by the Reviewing Authority. However, in case the grading given by the Reviewing Authority is lower than the grading given by the Reporting Authority, comments on the representation of the Officer reported upon should be called from the Reviewing Authority and on receipt of such comments, the Accepting Authority shall consider the representations submitted by the Officer reported upon taking into account the comments submitted by the Reporting Authority or the Reviewing Authority as the case may be and final decision taken by the Accepting Authority shall be recorded in the ACR. A copy of such communication should be kept in the ACR dossier along with the ACR of the Officer reported upon.

The above instructions will be applicable w.e.f the Confidential Reports for the year ending 31.03.2014

All Administrative Departments/Heads of Department are instructed to bring the contents of this Office Memorandum to the notice of their subordinates for strict compliance.

Sd/-C. ZOTHANKHUMI

Addl. Secretary to the Govt. of Mizoram

Department of Personnel & Administrative Reforms

Memo.No.A.28011/1/2014-P&AR(GSW) : Dated Aizawl, the 21st January, 2014

Copy to:

1. Secretary to Governor, Mizoram
2. Principal Secretary to Chief Minister, Mizoram
3. P.S. to all Ministers/Speaker/Ministers of State/Dy. Speaker, Mizoram
4. P.S. to Vice Chairman, State Planning Board/Parliamentary Secretaries, Mizoram
5. Sr. PPS to Chief Secretary, Mizoram
6. P.S to Addl. Chief Secretary, Mizoram
7. All Principal Secretaries/Commissioners/Secretaries, Govt. of Mizoram
8. All Administrative Departments
9. Secretary, MPSC/MSIC/MSEC
10. All Heads of Departments
11. All Deputy Commissioners
12. State Informatics Officer, NIC for uploading on the website
13. Guard File

Lalrohlua
(LALROHLUA)

Under Secretary to the Govt. of Mizoram

Department of Personnel & Administrative Reforms