

NO: MANAGER(HR)III/IPGCL/13-14/ 62

DATED: 19/8/13

C I R C U L A R

1. This is in reference to OM No. 21011/1/2005-Estt(A) (Pt-II) dated 14.5.2009 issued by DoPT. A photocopy of complete Annual Assessment Report (AAR) shall be provided to all the concerned employee(s) of category B, C & D including Secretarial Staff. Therefore, all the Reporting/Reviewing Officers are hereby requested to provide a complete photocopy of filled-in AAR to all the concerned employee(s) of category B, C & D including Secretarial Staff. Further, the acknowledgement of the same may be forwarded to HR department alongwith the filled-in AAR.
2. While communicating the entries, it shall be made clear that in case no representation is received within the 15 days, it shall be deemed that he/she has no representation to make. If the Controlling Officer does not receive any information from the concerned official on or before 15 days from the date of disclosure, the AAR will be treated as final. The AAR's may be then forwarded to HR department.
3. The competent authority for considering ratings under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of 30 days from the date of receipt of the representation.
4. The competent authority after due consideration may reject the representation or may accept and modify the AAR accordingly. The decision of the competent authority and the final grading shall be communicated to the official reported upon within 15 days of receipt of the decision of the competent authority.
5. The above system will come into force for AAR's ending 31-03-2013. However keeping in view the DoPT guidelines, the AAR's of the officials for the period ending 31-03-2009 onwards is also being forwarded by HR department to the concerned officials for knowledge, record and representations if any
6. For any clarification on the above instructions, a reference could be made to HR Department giving a complete background of the issue on which it is required.
7. This issues with the approval of the competent authority.

Madra
(MONISHA LAKRA)
MANAGER (HR)-III

Copy to :

- SR. PS to MD
- Sr. PS /PS to All Directors
- Sr. PS/PS/Sr.PA to All GMs/AGM(I/C) & ACMO
- All Sectional Head
- All Notice Board

Manager (HR) for upload in website.

Pradeep