



HEADQUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAVAN: C.I.G. ROAD:NEW DELHI-110002.
<http://esic.nic.in>

No: A-33/11/2/2009-E-I

Dated: 14.05.2010

To

- 1 All Regional Director/Joint Director I/C
- 2 Joint Director-V, Hqrs. office
- 3 Director(Medical) Delhi/Noida
- 4 All Medical Superintendent, ESIC Model Hospitals
- 5 All Joint Directors/Deputy Directors(Fin.), Regional office, Hqrs. Office, ESIC Hospitals.

- Sub: 1. Effect on modification/expunction of adverse remarks in the ACRs and up-gradation/down –gradation of the overall grading in the ACRs prior to the period 2008-09.**
- 2. Below Benchmark grading in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up gradation of the final grading.**

Sir,

I am directed to forward herewith Office Memo No.21011/1/2005-Estt.(A) dated 06-01-2010 and 21011/1/2010-Estt.A dated 13.04.10 issued by Govt. of India Ministry of Personnel Public Grievances & Pensions, Department of Personnel & training regarding above cited subject for information and compliance at your end. Salient features of the aforesaid Memorandums are as under:-

- (i) Where the authority has upgraded/downgraded the overall grading without giving sufficient reasons, the DPC shall treat such an exercise as non-est/invalid. However, past cases already decided will not be re-opened.
- (ii) If any employee is to be considered for promotion in future DPC and his ACRs prior to the reporting period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below benchmark for next promotion, before such ACR are placed before the DPC the concerned employee will be given a copy of relevant ACR for his representation, if any, within 15 days such communication.
- (iii) Only below benchmark ACR for the period relevant to the promotion need to sent for representation. The benchmark required in promotion has already been defined in DOPT O.M. No. 22011/5/86-Estt.(D) dated 10.04.89.
- (iv) The representation against the remarks or for up gradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of concerned Reporting Officer/Reviewing officer if they are still in service.
- (v) Specific reasons may also be given in the order of Competent Authority for up gradation of the final grading given in ARAR.

All the field units are requested to take necessary action and bring the content of the aforesaid instructions to the notice of all the officers/staff under them for strict compliance.

Encl. As above

Yours faithfully,


(DEEPAK JOSHI)
JOINT DIRECTOR-E-I
for DIRECTOR GENERAL

Copy to:

- (i) PPS/PS to DG and all Divisional Heads
- (ii) All Officer, ESIC, Hqrs.
- (iii) Hindi Cell for translation/System Division upload on ESIC website.


JOINT DIRECTOR-E-I

