

ADVISORY ACR : OFFICERS

1. Timely initiation and endorsement of CRs is an important management function. Paras 70 and 71 of AO 45/2001/MS contain the instructions on timely initiation and review of CRs. Ratee is personally responsible for the timely submission of CR for initiation to his IO. In case, the ratee fails to submit the CR form in time, provisions of Para 96 of AO 45/2001/MS can be invoked for timely initiation of CRs by the IO. In case of delay beyond this period, delay report, duly endorsed by the reporting chain, is required to be attached with the CR (Delay report should be submitted hereinafter for all delayed cases by the IO/RO in chain along with ACR).
2. It has been noticed with concern that offrs are proceeding on posting/ retirement without submitting their ACRs/ICR/Early CR/Special CR/ NIR (as the case may be) to their IO and the IO/RO also are not initiating/reviewing CRs in respect of offrs posted under their comd, in stipulated time frame as per AO/45/2001/MS.
3. In some cases, the CRs are being inordinately delayed by the ratee, awaiting the retirement of IO and RO in the channel of reporting in order to avoid a CR from them.
4. The CRs which are being submitted are found to have the following common observations, in addn to docus which are mandatory to be submitted with CR, and these are generally left out:-
 - (a) AO 45/2001/MS should be mentioned in place of SAO 3/S/89 at all places in the CR form.
 - (b) As per directions of ADG the CRs should be typed/printed on both sides of page, and such CR would be returned unactioned by the ADG.
 - (c) The CR form is not typed out correctly. Coln for SRO be made, in Para 2 (c) of CR form.
 - (d) Para 16 (b) of form should be amended as 'IO/RO' instead of 'IO'.
 - (e) While initiating a CR by RO as IO, RO to use columns and spaces provided for the RO. Columns and spaces provided for the IO will be scored out with a line and duly authenticated by the RO (Para 26 (e) of AO 45/2001/MS refers).
 - (f) SRO sanction may please be obtained in advance in all relevant case and attached with CR.
 - (g) The CRs LMC officers have to enface in bold red letters and their category and get initials of IO on top left hand corner of first page of CR.
 - (h) CR to be submitted in a white file cover on which name of Officer, IO and RO will be written, on the top/file cover.

- (i) Passport size photograph of ratee (in service uniform) must be pasted on first page of ACR form and Record of Service.
- (j) Details of movement of CR.
- (k) Details of physical service of the ratee under IO/RO/SRO.
- (l) Turn Around Docus.
- (m) Paramount Card.
- (n) Details of CR rendered during last two reporting years and current reporting year including details of gaps with requisite certificate.
- (o) Record of Service as per AO 135/78.