

DELHI TRANSPORT CORPORATION
(A GOVT. OF N.C.T. OF DELHI)
I.P.ESTATE: NEW DELHI

No. Admn(Misc)/2019/315

dated:- 11.03.2019


It has been observed that the guidelines/instructions for filling up the Annual Confidential Reports issued vide circular No.AdmI-8(1)/ACR/79 dated 30.1.1979 and No.AdmI-8(1)/ACR/83 dated 2.2.1983 are not being properly adhered to.

For instance, an adverse remark was passed on the pretext that the employee concerned had availed total 116 days LWP out of which 114 days were sanctioned by the competent authority. The said ACR was filled up by an ATI and reviewed by Depot Manager. Both the actions of the particular depot are not in order as per the guidelines/instructions issued referred to above.

It is for the information and necessary action by all concerned that the existing instructions/guidelines on preparation and maintenance of Annual Confidential Reports of all class III and IV employees issued vide circular No.AdmI-8(ACR)/79 dated 30.1.1979 and circular No.AdmI-8(1)/ACR/83 dated 2.2.1983 shall continue to be strictly followed. It is reiterated that the Annual Confidential Reports of all skilled, semi skilled and unskilled workshop employees shall be filled in by their respective Foreman. The Annual Confidential Reports of remaining class-III & IV employees shall be filled by the officer not below the rank of Dy.Manager.

All Officers concerned must ensure the above compliance in letter and spirit.

- Encl : i) circular No.AdmI-8(ACR)/79 dated 30.1.1979
ii) circular No.AdmI-8(1)/ACR/83 dated 2.2.1983


(Raj Kumar Singh)
Dy.CGM (Admn.)Hqtr

All Unit Officers/Depot Managers

IMMEDIATE
CONFIDENTIAL

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI.

No. AdmI-8(1)/(ACR)/79

Dated: 30-1-1979.

Subject:- Confidential Report - Preparation
and Maintenance of.

Further to Order No. AdmI-8(1)/(ACR)/78 dated 26.2.1978 on the above subject, the following procedure regarding communication of adverse remarks and manner of dealing the representations received against the same, together with guide-lines in matters relating to preparation & maintenance of Annual Confidential Reports is laid down for strict compliance by all concerned with immediate effect:

- (i) The existing system of preparation & maintenance of Annual Confidential Reports of all Class III and IV employees shall continue to be followed. The Annual Confidential Reports of all skilled, semi-skilled and unskilled workshop employees shall be filled in by their respective Foremen under whom they have worked and reviewed by the next superior officer.
- (ii) The Annual Confidential Reports shall be recorded within one month of the expiry of the report period, which is a Calendar year, and delay in this regard on the part of the Reporting Officer shall be viewed adversely.
- (iii) Where the Reporting Officer retires or otherwise demits office, he shall give the report on his subordinates within a month of his retirement or demission of office.
- (iv) All adverse/remedial remarks in the Confidential Reports of officials, both on performance as well as on basic qualities and potential, shall be communicated. While communicating adverse/remedial remarks, a mention of good points will also be made. This will be done within one month of their being recorded by the officer who gives adverse/remedial remarks. The communication shall be in writing in the enclosed form and a copy of this communication duly receipted by the individual shall be attached to the Confidential Report while forwarding it to the next officer concerned.

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- (v) Only one representation against adverse remarks shall be allowed which should be made within one month of their communication. While communicating the adverse remarks to the official concerned, this time-limit shall be brought to his notice. All such representations shall be made through Proper Channel to the officer immediately above the officer who has communicated the adverse/remedial remarks. He will obtain comments of the officer who has endorsed these remarks and dispose of the representation.
 - (vi) All representations against adverse remarks shall be decided expeditiously by the Competent authority and in any case within three months from the date of submission of the representation.
 - (vii) No memorial or appeal against the rejection of the representation shall be allowed, six months after such rejection.

GUIDE-LINES :

- (i) The officers at each level shall observe carefully the work and conduct of all those working under their control and provide guidance, wherever necessary. The Annual Confidential Reports shall be based on the results of such observations and periodical inspections/observations.
- (ii) The officer under whom the official concerned may be working as on the last date of Calendar year shall initiate the reports, provided the official concerned has worked for three months or more under such an officer. Otherwise it will be initiated by another officer under whom the individual concerned has worked at least for three months. Broken periods can be taken into account while computing period of three months.
- (iii) While writing Annual Confidential Reports of officials who are on probation or on officiating promotion, it shall be ensured by initiating officers that two reports, i.e., on assessment of their working as probationers/officiating promotion and the regular annual Confidential Report do not contradict each other.
- (iv) Where it is found that the representation against adverse remarks was frivolous, a note will be made in the Annual Confidential Report of the official concerned that he is not prone to corrective measures in good spirits.

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(v) Any representation against adverse entries being found wanting in sufficient grounds for interference, shall be rejected and the official concerned informed accordingly.

(vi) Wherever it is felt the remarks given needed to be toned down, a separate suitable entry with proper attestation at the appropriate place of the report shall be made without obliterating the earlier entry.

(vii) Wherever it is found that adverse remarks were not justified, the same shall be obliterated with a specific entry that it has been done so, with signature and date of the officer competent to do so. Representations or explanations against adverse/remedial entries will not be added to the Annual Confidential Reports.

(viii) Annual Confidential Reports in cases of deceased employees shall be destroyed after two years and those of retired employees after five years of the date of expiry/retirement as the case may be.

(ix) Annual Confidential Reports on honorary employees need not be written. However, these should be written in respect of part-time employees.

(x) On receipt of demand from Government, Semi-Govt. and Public Sector Corporations etc., Annual Confidential Reports will be forwarded to them by the officer holding the relevant Confidential Reports with a specific request for their return after having done with it. In case of private bodies, only a gist of the report may be supplied.

Under No. Adml-8(1)/(ACR)/78 dated 25-2-1978 is notified to the extent that the Annual Confidential Reports including Progress Reports in respect of the Accounts Deptt. and those of the Finance Deptt. working in the Units be initiated by Unit Heads and endorsed by the Functional Head in future, provided the Functional Head concerned is at a level higher than the Reporting Officer.

The custody of the Annual Confidential Reports of all Class III & IV employees of the Stores Department shall continue to be held by the Asstt. Administrative Officer (Stores).

(P.G. PATANKAR)
CHAIRMAN-CUM-GENERAL MANAGER

ALL OFFICERS/ACCOUNTANTS/O.Ss./FOREMEN/A.Is.

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CONFIDENTIAL

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
P.O. ESTATE: NEW DELHI.

No.

Dated:

Shri _____

The following adverse entries/remedial remarks/good points have been made in the Annual Confidential Report relating to your work etc. for the year _____:

You are being informed of these ~~entries~~ in order that you may get over these short-comings and make a definite effort to improve yourself in your own ~~interest~~ and in the interest of the Corporation.

If you have anything to represent in this connection you should do so through the officer under whom you are directly working within a period of one month from the date of receipt of this memo.

Copy to:-

_____ for adding this memo in the personal file of the employee concerned.

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE : NEW DELHI

No.: Adml-8(1)/(ACR)/83

Dt: 2-2-1983

Further to this office Circular of even No. dated 30/1/79, it has been observed that quite often Officers responsible for initiation of CRs give the remark of 'Irregular Attendance' in the CRs of their subordinates. No uniform yardstick is being applied for making such an entry. In some cases such an entry is made, even when the individual has availed only a few days leave without pay while in some other cases no such entry is made even when the individual has availed leave without pay for a large number of days. It has further been seen that no distinction is being made in the individual's absence on leave without pay due to forced circumstances and otherwise. In some cases such a remark is made even when the individual was admitted to hospital or had met with an accident which is not fair. With a view to make assessment more realistic and uniform, it is felt that no such entry should be made in the CRs when an individual has been on leave-without-pay due to injuries, accidents or hospitalisation which is supported by a Medical Certificate from Medical Officers of this Corporation or a hospital provided the individual had given timely intimation about his absence. As regards the leave-without-pay availed due to other reasons, such a remark need not be made if the leave-without-pay is less than 30 days in a year. In all cases where an individual remains on leave without pay for more than 30 days which is neither due to an injury arising out of accident nor hospitalization, the Initiating Officer should make an entry in the CR that he has been irregular in attendance which should be communicated to the individual alongwith other remarks in the normal course.

Sd/-
(YASHWANT SINHA)
CHAIRMAN-CUM-GENERAL MANAGER

ALL OFFICERS & SECTIONS