



नेहरु युवा केन्द्र संगठन NEHRU YUVA KENDRA SANGATHAN

स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

*an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India*



Ref No. NYKS/PERS/dpc-acr/159/11

23.3.2011

To,
All Zonal Directors

Sub: Holding of DPC meetings for promotion of employees in various categories -
writing of ACRs of all concerned employees reg. -

Sir/Madam,

With reference to the subject cited above, I am directed to inform you that, DPC meetings for considering eligible employees of all categories for promotion to the eligible post will be held at the earliest.

Accordingly, all Zonal Directors are requested for immediate action as indicated below.

- a) To direct all concerned District Youth Coordinators to write the SPRs of concerned Group - 'D' employees and ACRs of concerned ACTs for the year(s), they have worked under the concerned DYC.
- b) The concerned Deputy Director in charge of monitoring of the particular Kendra, will review the ACRs of concerned ACTs and submit it to the concerned Zonal Directors.
- c) All DYCs should be directed to submit their ACRs to the concerned Deputy Directors for reporting purpose. In turn, the concerned Deputy Director will submit the ACR of the YC, to the concerned Zonal Director for reviewing purpose. The Zonal Director will forward the complete ACRs of all DYCs to the Hqtrs. Wherever, no Deputy Director is in position at present, in such cases Zonal Director will be the reporting officer for writing the ACR of DYCs concerned and the same ACRs will be forwarded to Jt. Director (Personnel), NYKS, Hqtrs for further necessary action.
- d) All employees working in Zonal Office will submit their ACRs to the concerned reporting officer and the same ACRs will be reviewed by concerned Deputy Director/Zonal Director as the case may be.
- e) All Deputy Directors should submit their ACRs to the concerned Zonal Director for reporting purpose and all such ACRs should be forwarded by the Zonal Director to Jt. Director (Personnel), NYKS, Hqtrs. for further necessary action.
- f) All Zonal Directors should forward their ACRs to the Hqtrs for reporting and reviewing by Competent Officers.
- g) ACRs formats which were used for the year 2008-09 should be used for the purpose of writing ACRs of subsequent years.
- h) All updated ACRs which needs to be kept at Zonal Office level should be kept ready within **one week** of receipt of this letter.

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- NEPRO TIRU
- i) ACRs of Deputy Directors and Zonal Directors should be forwarded to hqtrs within 3 days of receipt of this letter for further necessary action.
 - j) In case, any employee/official is not submitting his ACRs within the stipulated time period, in all such cases the reporting officer should write his ACR and submitted to the concerned reviewing officer for further action. The same principle will be applied in case of Zonal Directors and Deputy Directors also.
 - k) In case, employees/officials do not submit their ACRs for any reason, they will be held personally responsible for not getting promoted.
 - l) It is to be noted that, all columns in the ACR should be filled with proper/required information.
 - m) For considering any employee/official for promotion, we require their ACRs for the preceding years i.e. from 2004-2005 to 2009-2010

Accordingly, all Zonal Directors are requested to inform all concerned by fax as well as by phone to submit their ACRs in time. The Zonal Directors are requested to forward the ACRs of all such employees/officials whose reporting/reviewing needs to be done at hqtrs within 3 days of receipt of this letter by speed post.

All concerned Zonal Directors will be informed separately regarding details of category wise employees/officials whose ACRs are required for the purpose of DPC. In all such cases, Zonal Directors should be in a position to forward the ACRs at the given date.

This needs to be considered on top priority.

This issues as per the direction of Competent Authority.



Sunil Malik
Jt. Director (Pers.)

CC:

PS to DG, NYKS, Delhi

All Directors & Jt. Directors in NYKS, Hqtrs, Delhi *with a request to get the ACRs of employees/officials working under their control in hqtrs and submitted to Personnel Section*

The Under Secretary, YS-I (MYA&S), Shastri Bhawan, New Delhi
Office Record/Personal File