

{E-15459}

F. No. A-32022/1/2020-A(P&T)

Government of India

Office of DC(MSME)

Ministry of MSME

Admn(P&T Section)

Nirman Bhawan, New Delhi

Dated 26th May, 2020

CIRCULAR

Subject- Complications created by non-availability of APARs of officers who are at present members of the newly created IEDS (Group 'B') for their promotion.

It has come to the notice of Administration that some IEDS officers are spreading discontent amongst the fellow officers in this organisation by circulating various rumours in various social media fora about the status of their promotion. So much so that such false and baseless allegations on officers posted in Administration would tarnish their personal reputation amongst their colleagues. And, that may have adverse consequences on the Organisation.

2. It is for information of all concerned that all the cases of promotion from the level of AD-I to the level of DD have already been completed by IEDS Cell in the month of January, 2020 since the APARS of 17 officers, whose promotion were being considered, could be obtained after a lot of effort and persuasion made by Administration Division. Even amongst these 17 cases there were technical issues relating to APARs which however could be sorted out since the number of eligible officers was only 17.

3. It is for the knowledge of all concerned that IEDS (Group 'B') has been created but, as per the Service Rules, promotions to various levels, except those from the level of AD-I to the level of DD, are decided by DPCs, each under chairmanship of a Member of the UPSC. And, contrary to rumours that are being spread around, the process of promotions at various levels have got stuck simply because of non-availability of APARs, due to negligence of the Officers concerned or their present/erstwhile superiors.

4. Officers who are spreading various rumours may please bear it in mind that acting on hearsay and spreading rumours are clearly violative of provisions in CCS (Conduct) Rules, 1964 (Sub-Rules (1)(i), (1)(iii) and (1)(xviii) of Rule 3) applicable to all Central Government servants. If any proof is available that unfounded rumours

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have been spread by an officer, Administration would not hesitate to recommend disciplinary proceedings to the Competent Authority against that/those officers.

5. For the benefit of all concerned, it has been decided that the exact availability position of the APARs will be presented before the entire IEDS community for their knowledge, due verification and appropriate action so that the IEDS Cell can proceed further with necessary processing of cases of promotions at various levels. The summary table in this regard is given in the Annexure and the detailed tables would follow in next few days showing names of officers, their Reporting and Reviewing Officers during the last 5 years and the actions by Reporting and Reviewing Officers so far on APARs submitted to them by their juniors.

6. Even though each and every circular coming out in next few days will be self-contained with respect to the sub-subjects concerned, it is hereby mentioned that every official is required to co-operate with Administration for getting his APARs completed, in case it is not, in the interests of the entire Indian Enterprise Development Service.

7. The UPSC does not accept even any single unexplained or explained gap in the APAR availability position for any officer for any year within the zone of consideration. Hence, even for absence of one APAR of any officer in any one year, the entire process would get stuck, as it is already.

8. Office of Development Commissioner, MSME, have already processed and sent UPSC the proposal for promotion of 88 officers from AD Gr. II level to AD Gr. I level, for considering the promotion for 88 posts, 161 officers having come under zone of consideration; out of these 161 officers, the APARs of 35 No. of officers of different years are not available with the Administration. Vigilance clearance is also awaited for many officers. These issues are not under the purview of Administration. Without these documents, the UPSC will immediately send back the proposal. Every individual officer is responsible for helping Administration, himself/ herself, by requesting their Reporting and Reviewing Officers to write their pending APARs. The request may positively be sent by mail so that official proofs are there in the form of CC to Administration and the same would be used for requesting the Vigilance to issue NOC in all such cases. No NRC would be recommended by Administration for any Officer unless and until he/ she proves that (i)his/ her APAR (self-assessment) was duly filled in by him and it was submitted to his/ her Reporting Officer and (ii)he/ she has submitted at least one reminder to his Reporting and/ or Reviewing Officer by mail with CC to Administration. If old mails/ communications to Reporting and/ or Reviewing Officers are available, the same may be forwarded to Administration Division. Administration Division would recommend adverse remarks against all officers (i)who did not submit self-assessment in time to their Reporting Officers, (ii)who did not report upon them and (iii)who did not review them.

9. All such reminders to the seniors for completion of APARs (including those for previous years) may be endorsed to administration to the following e-mail ID shivam.meena@dcmsme.gov.in. Any difficulty/ query in this regard may be addressed to Shri Shiv Charan Meena, IEDS Help Desk Officer and he may be even approached over phone 011-23061472 between 3:00 PM and 5:00 PM only. However, most of the communications should be made by email and no official action will be taken on any complaint or grievance unless and until it is received by mail.

10. Responses will be received only till expiry of one month from the date of the last of the last circular in this regard. If there is any information gap, i.e., If there is something that the Administration has missed or left unmentioned, then the same may please be brought to the knowledge of Administration immediately.

This issues with the approval of ADC (Admin).


26.05.2020
(Satyen Lama)
Director (Admin)

Encl.: Annexure as above

To,

- 1) PS to AS&DC, for kind information of AS & DC.
- 2) ADCs/ DDG/ CVO, Office of DC(MSME)
- 3) IA(I/c)/JDC
- 4) All Directors/Joint Directors/Deputy Directors of Office of DC(MSME) - with a request to instruct his juniors officially to go through this circular and other circulars in coming days.
- 5) All Head of Institutes of MSME-DIs/Br. MSME-DIs/MSME-TCs - with a request to instruct his juniors officially to go through this circular and other circulars in coming days.
- 6) SENET Div.- with a request to upload the order on official website
- 7) All officers of Office of DC (MSME) and field offices
- 8) Office Order Folder/Guard File

Annexure

Summary of APARs Availability in r/o Promotion of IEDS Cadre Officers

(As on 01.01.2019)

Level of Officers	Total no. of APARs that should be there with Cadre	No. of completed APARs available at Hqrs	No. of APARs where review is not done	No. of APARs not available for full year	No. of APARs not available at Hqrs.
AIA	01 * 5 = 5	03	02	-	-
Director	12 * 5 = 60	46	00	07	07
Dy. Director	60 * 5 = 300	156	46	29	69
Asst. Director Gr-II	161 * 5 = 805	565	106	15	119
Investigator	42 * 5 = 210	190	-	-	20

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