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D. O. No. 6/4/2016-EO(SM.III)  
भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK NEW DELHI-110001

Secy. DoP

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कार्यालय, मुख्य सचिव  
राजस्थान, जयपुर  
पेपर संख्या 1488393/cs/17  
12 APR 2017

Dated the 5<sup>th</sup> April, 2017.

As you are aware the new guidelines for evaluation of IAS and other Group 'A' Central Services for empanelment for holding the post of Joint Secretary/equivalent at the Centre came into force from 01.01.2010.

2. With a view to ensuring greater uniformity, consistency and transparency in the empanelment process, the competent authority has decided that officers who wish to represent specific concern regarding their performance appraisal over the years which would be relevant for assessing their suitability for empanelment may be permitted to do so at the initial stage itself. This would include issues such as arbitrary downgradation of the overall grade, mismatch between grading and pen-picture, missing ACRs, assessments recorded for periods less than three months, assessments recorded long after due date etc. In the light of the above, whenever any batch of officers is to be taken up for empanelment as Joint Secretary, the State Governments are expected to inform the officers about the ensuing empanelment process, and representations received, if any, are to be sent to the Office of the Establishment Officer for placing them before the Experts Panel.

3. As the empanelment process of 2000 batch of IAS will start soon, all the State Governments are requested to do the following:-

- (i) Inform the officers concerned about the above mentioned provision regarding filing of representation;
- (ii) Examine and take a view on the representations on merit where necessary; and
- (iii) Send such representations along with comments/decision of the State Government within one month to DOPT.

with regards.

Yours sincerely,

(Rajiv Kumar)

To  
All Chief Secretaries of the State Governments