

**No. 10-4/2019-SPG**  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001  
Dated: 04 July, 2019

To,

1. All Chief Postmasters General/Postmasters General
2. Chief General Manager, BD&M/Parcel/PLI Directorate.
3. Director, RAKNPA/GM, CEPT/Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi

**Subject: Maintenance of ACRs/APARs in respect of Stenographer Grade-I & II, Private Secretary and Sr. Private Secretary in Department of Posts.**

Sir/Madam,

At present, ACRs/APARs in respect of Stenographer Grade-I & II, Private Secretary and Sr. Private Secretary in Department of Posts are maintained by their concerned controlling authorities in their respective Circles.

2. Meetings of DPC for promotion from Stenographer Grade-I to the grade of Private Secretary as well as from Private Secretary to the grade of Sr. Private Secretary are held at Directorate level. Similarly, the DPC for promotion from Stenographer Grade-II to Grade-I is also conducted at Circle level. While convening DPC at Directorate/Circle Office, it has been observed that collection of ACRs/APARs takes considerable time leading to delay in convening DPC, which in turn delays promotion.

3. In order to make ACR/APAR dossiers easily available for holding meetings of DPC at Directorate/Circle Office, it has been decided that henceforth ACR/APAR dossiers of Stenographers Grade-I & II, Private Secretaries and Sr. Private Secretaries shall be maintained at Circle Office. APMG (Staff)/AD (Staff) in the Office of CPMG shall be the custodian of ACR/APAR dossiers of Stenographers Grade-I & II, Private Secretaries and Sr. Private Secretaries of the concerned Postal Circle. Further, APMG (Staff)/AD (Staff) shall ensure timely completion of APARs of Stenographers Grade-I & II, Private Secretaries and Sr. Private Secretaries as per the prescribed guidelines and shall apprise Head of Circle by 31<sup>st</sup> December every year.

Contd....2/-

4. It is clarified here that changes mentioned above are only with respect to custody of ACR/APAR dossiers and there is no change in the present system with respect to Reporting/Reviewing authority of the APAR.

5. Instructions contained in DoP&T O.M. No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 regarding preparation and maintenance of APAR as amended from time to time should be strictly adhered to.

Yours faithfully,

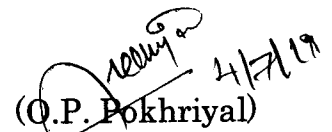


(Parveeta Dhawan)

Assistant Director General (SPG)

Copy forwarded to:

1. Sr. PPS to Secretary (Posts)/Sr. PPS to Director General Postal Services.
2. Addl. Director General (Coordination)/All Members of Postal Services Board.
3. AS&FA/Sr. DDG (Vigilance) & CVO/Sr. DDG (PAF).
4. All Dy. Directors General.
5. All recognized Federations/Unions/Associations.
6. GM, CEPT for uploading the order on the India Post website.
7. Guard File.
8. Spare copies.



(O.P. Pokhriyal)  
Assistant Director (SPG-I)