

07 June 2017

CIRCULAR

Sub : Initiation of Confidential reports – Regarding

1. A select list has been prepared by this Department for by transfer promotion to the post of SS/Managers for the Calendar year 2016 as per minutes of DPC 2016. After that a case has been taken up in the Hon'ble KAT by one of the officer alleging that other officer in the promotion list had adverse remarks in the ACR. Government have considered the matter as per Hon'ble KAT order and upheld the decisions of the Departmental Promotion Committee & rejected the request for reviewing the decision. Due to this lot of unnecessary correspondences arose which badly affected the smooth functioning of this Directorate.

2. Therefore, the following guidelines will strictly be followed by all Group Headquarters and Units while initiating the Confidential reports of Junior Superintendents/ Managers henceforth:-

- (a) Reporting and Reviewing officers should carry out a full analysis of persons who are going to be promoted and ensure that they are efficient persons.
- (b) No undeserving candidate should be given advantage unknowingly.
- (c) All CRs should reach this Directorate by **first week of July** every year.
- (d) Remarks of the Reporting and Reviewing officers should be endorsed in the confidential reports.
- (e) The Officer Commanding will be the Reporting officer and the Group Commander will be the Reviewing officer in case of NCC Units.

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(f) The Manager will be the Reporting officer and Group Commander will be the Reviewing officer in case of Group Headquarters. For Managers, the AO will be the Reporting officer and Group Commander will be the Reviewing officer.

3. Please ensure strict compliance.



A handwritten signature in blue ink, appearing to be "Jagadeesh", written over a horizontal line.

(BG Jagadeesh)
Brigadier, Deputy Director General NCC
Offg. Addl Director General NCC

Copy to :-

All NCC Group Headquarters & Units
(Through official website)

Internal: Fin Wing, PLO- Section, A4, File & SF