

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I) म.प्र., ग्वालियर

Office of the Principal Accountant General (Audit-I) M.P. Gwalior

No. Confidential Cell/ Gr.6/Review-56 (j)/2025/office order-03

Dated: 05.02.2025

Office order

Subject: Procedure for Review under FR 56 (j) and Rule 42 of CCS(Pension) Rules, 2021

1.0 HQrs' office vide circular No. 09-Staff Entt. II/2016 No. 07-Staff Entt.II/10-2016 dated 27.01.2016 enclosed the DOPT OM No. 25013/01/2013-Estt.A-IV dated 11th September 2015 vide which instructions/ guidelines for Review under FR 56 (j) and Rule 42 of CCS(Pension) Rule, 2021 (previously known as Rule 48 of CCS(Pension) Rules, 1972) were issued. The guidelines stipulate, inter-alia; that;

1.1 In every review, the entire service records should be considered. The expression service record will take in all relevant records and hence the review should not be confined to the consideration of ACR/APAR dossier. The personal file of the officer may contain valuable material. Similarly, the work and performance of the officer could also be assessed by looking into files dealt with by him/her or in any papers or records prepared and submitted by him/her.

1.2 In the case of those officers who have been promoted during the last five years, the previous entries in the ACRs may be taken into account if the officer was promoted on the basis of seniority cum fitness and not on the basis of merit.

1.3 As far as integrity is concerned, it may be kept in view that the officer would live by reputation built around him. In an appropriate case, there may not be sufficient evidence to take punitive disciplinary action of removal from service. But his conduct and reputation is such that his continuance in service would be a menace to public service and injurious to public interest. Thus, while considering integrity of an employee, action or decisions taken by the employee which

do not appear to be above board, complaints received against him or suspicious property transactions for which there may not be sufficient evidence to initiate departmental proceedings may be taken into account.

1.4 If conduct of a Govt. employee becomes unbecoming to the public interest or obstructs the efficiency in public services, the Govt. has an absolute right to compulsorily retire such an employee in public interest.

2.0 A file was submitted to Principal Accountant General (Audit-1), Madhya Pradesh in respect of nine Group 'B' Gazetted Officers for the period January 2024 to September 2024 and it was seen that the following was stated to be the basis of submission of recommendations by the Internal Screening Committee (ISC).

2.1 Service Book and APAR for last five years.

3.0 The procedure being undertaken for review of the case of the individual official under FR 56 (j) and Rule 42 of CCS (Pension) Rules, 2021 is by obtaining the information (by the Confidential Section) from the Sectional formations/administrative formations involving the concerned official. This includes assessment of the performance through the performance report given by the in-charge officer from concerned group/office. There is no source record mentioned other than Service Records and APARs/ACRs. It is assessed to be inconsistent with the requirement of DoPT instructions contained in Paragraph-1 above. The review of APAR/ Service records and other non-specified records for the purpose of review is also assessed to be inconsistent with the instructions of DoPT in Paragraph-1 above.

4.0 The present procedure has been reviewed by the Principal Accountant General (Audit-1), Madhya Pradesh, Gwalior and the same is reflected in Annexure I. A suggestive list of aspects/ areas to be examined by Internal Screening Committee is detailed in Appendix-I and a detailed structured format for a checklist is suggested at Appendix-II to be followed by Internal Screening

Committee. It is further directed the procedure in Paragraph-4 and Sub-paragraph of Para-4 to be followed from now onwards.

4.1 The work performance of the official due for Review under FR 56 (j) should be duly supported by the documents.

4.2 On requisition of the information by Administration for the officer under review from the Group officers (GOs) in-charge, the concerned GO/ office has to issue the notice to the officer under their charge for submission of ten files of his choice for assessment of his work as well as list of files dealt by the concerned officer/official.

5.0 A list of records required is suggestive and enclosed at Appendix-III.

6.0 All past cases which are yet to be finalized by the Review Committee are to be governed by this office order for the purpose of work of Internal Screening Committee.

7.0 Difficulties if any to be reported to Secretary to PAG preferably by 20 February 2025.

(vide order of P.A.G)

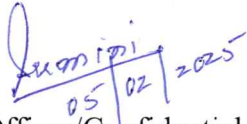

Dy. Accountant General /Admn

Endt. No. Confidential Cell/ Gr.6/Review-56 (j)/2025/office order/03/D-117 Dated: 05.02.25

Copy forwarded for information and necessary action to the following:

1. Secretary to Principal Accountant General, O/o PAG (Audit-I) M.P. Gwalior
2. Secretary to Director General, O/o DGACR, New Delhi
3. Secretary to Accountant General, O/o AG (Audit-II) M.P. Bhopal
4. Dy. Accountant General (Admn. & AMG-V) O/o PAG (Audit-I) M.P. Gwalior
5. Dy. Director (CRA & Admn) , O/o the DGACR, New Delhi, Branch at Gwalior
6. Dy. Director (Centre of Expenditure) O/o DGACR, New Delhi, Branch at Gwalior
7. Dy. Accountant General (AMG-I)/ (AMG-II)/ (AMG-III)/ (AMG-IV), O/o PAG (Audit-1) M.P. , Gwalior
8. Dy. Accountant General – AMG-I/II/III/IV O/o Accountant General (Audit-II) M.P. , Bhopal
9. Sr. Audit Officer/Confidential Cell, O/o DGACR, New Delhi, Branch at Gwalior

10. Sr. Audit Officer/Admn-11,12,13,14, ITA, Report -1, Report-2, FAAS, FAAP, Hindi Cell, Legal Cell, General Section, Executive Branch, IS Wing
11. Sr. AO/AMG-1(HQ), AMG-2(HQ), AMG-3(HQ), AMG-4(HQ), AMG-5(HQ)
12. Sr. AO / IS-Wing, kindly upload the above order in our official site.
13. Shri Naresh Ahuja, AAO/Admn-14 kindly confirm whether above order have been uploaded.
14. Notice Board


05/02/2025
Sr. Audit Officer/Confidential Cell

Annexure-I

Sr. No.	Document from	Document To	Details of Document	Source	Prepared by	Remarks
1.	134	135	Personal Information	Not reflected	Confidential Cell	Informative but does not help in assessment
2.	129	133	Disciplinary case/ vigilance clearance/ Integrity/Major Minor Penalty imposed during last 10 years	Not reflected	Confidential Cell	Informative helps in assessment
3.	103	109	Material in support of requirement of 56(j) containing Personal details, property returns submission, work details etc.	Not reflected	Confidential Cell	Informative helps in assessment
4.	91	101	Copy of statement of Immovable properties	From the office of official	Administration section/confidential section of the concerned office	Informative helps in assessment
5.	47	87	Material in support of work and performance from concerned section in a form	Not reflected	Concerned wing under approval of DAG	Informative helps in assessment
6.	27	45	Similar material from wing and administration section in a form	Not reflected	Concerned section /group office	Informative helps in assessment


 05/02/2025
 Senior Audit Officer/Confidential Cell

Appendix -I

Procedure for Screening /Review under FR 56 (j) and Rule 42 of CCS (Pension) Rules 2021

Existing Procedure			New Procedure/Proposal
S.N.	Criteria as per DoPT instructions	Areas to be seen	Action to be taken
1	2	3	4
(i)	In every review, the entire service records should be considered. The Personal file of the officer may contain valuable material.	<p>Personal file/ service book of the official to be seen. The following aspects also to be seen:-</p> <p>(i) No. of EL/HPL/dies-non (if any) taken.</p> <p>(ii) Any warning/censure/ other punitive action taken against the official</p>	<p>Personal file/service book of the official will be looked into to assess:-</p> <ul style="list-style-type: none"> ▪ No. of EL/HPL/dies-non taken/involved ▪ Any warning/censure other punitive action taken against the official. ▪ To check promotion/ demotion, increment granted or increment stopped etc. ▪ Unauthorised absence/ regularity in attendance ▪ Issues of discipline/indiscipline etc.

		(iii) To check promotion/demotion, increment granted or increment stopped etc	<ul style="list-style-type: none"> ▪ Other relevant material like multiple letters/representations on similar issues and its requirement/relevance. <p>The performance of the official will be assessed through review of following records by the Internal Screening Committee :-</p> <ul style="list-style-type: none"> ▪ Actions/complaint cases, decisions taken by the officer. ▪ Status of physical fitness of the officer/official.
(ii)	Similarly the work and performance of the officer could also be assessed by looking into files dealt with by him/her or in any papers or records prepared and submitted by him/her.	Assessing quality of work performance by the officer/official through review of work aspects/areas (to be submitted by the officer concerned) as well as through random selection of a part of work of the officer.	<p>(a) The work performance of the official due for Review under FR56(j) should be duly supported by the documents which will be called from the concerned section.</p> <p>(b) Checking of diaries viz CAG, ordinary Diary to assess the promptness to deal the case or any pendency.</p>

			<p>(c) Checking of attendance register for watching regularity in attendance as well as an input to assess health and punctuality issue.</p> <p>(d) Ten files of the choice of the official will be called for to assess the quality, promptness etc. In addition to above, list of files dealt by the official will be collected from the official, updated by concerned sectional formation and provided to the administration section to be made available to ITA Section which will select file through random selection of 10 files to be seen by the Internal Screening Committee.</p> <p>(e) Internal Screening Committee will reflect its assessment on a scale of 1 to 10 on various independent parameters including a few listed below :-</p> <ul style="list-style-type: none">(i) Quality of work(ii) Timeline of work
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			<p>(iii) Improvement to work process in case of supervisory officers</p> <p>(iv) Improvement of quality of output in case of officers in supervisory work and those involved in quality improvement/ assurance of work of other officials</p> <p>(f) On the basis of scrutiny of documents, an abstract will be prepared by the Internal Screening Committee on each aspect and each record seen/examined by it.</p>
(iii)	In the case of those officers who have been promoted during the last five years, the previous entries in the ACRs may be taken into account if the officer was promoted on the basis of seniority cum fitness and not on the basis of merit.	The status of promotion in last five years including whether it was on seniority cum fitness.	ACR/APAR along with scrutiny of dossier will be undertaken

(iv)	<p>As far as integrity is concerned, it may be kept in view that the officer would live by reputation built around him. In an appropriate case, there may not be sufficient evidence to take punitive disciplinary action of removal from service. But his conduct and reputation is such that his continuance in service would be a menace to public service and injurious to public interest. Thus, while considering integrity of an employee, action or decisions taken by the employee which do not appear to be above board, complaints received against him or</p>	<ul style="list-style-type: none"> • Status of Integrity recorded in ACR/APAR. • Any complaint/ disciplinary/ administrative communication • Immovable Property Returns as well as details of communication for acquisition/ disposal of movable/ immovable property. Details of loans from friends/relatives and nature of relationship should be compiled to make a suggestive assessment in the area. This 	<ul style="list-style-type: none"> ▪ Certificate regarding integrity/Vigilance Clearance (VC)/Disciplinary Case (DC) will be taken from APAR Cell/Admn Section for consideration. ▪ Statement of Immovable property return will be taken from Administration Section as well as records related to permissions/intimations for sale/purchase of movable/immovable property to assess any suspicion about transactions that come to the notice about the official. ▪ Any complaint received against the concerned official, action taken on complaint from concerned section/ office/Confidential Cell will be obtained.
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	suspicious property transactions for which there may not be sufficient evidence to initiate departmental proceedings may be taken into account.	would be a significant risk area.	
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Appendix -II

Name.....DesignationDate of Birth : _ / _ / _

DOJ: _ / _ / _

Information to be checked	Source documents obtained/ checked	Remarks	
1	2	3	4
(i) Personal file service book of the official looked into to access:			
(i)	No. of EL/HPL/dies-non (if any) taken.	Service Book/Personal file	
(ii)	Any warning / censure /other punitive action taken against the official.	Service Book/Personal file	
(iii)	To check promotion/demotion, increment granted or increment stopped	Service Book/Personal file	
(iv)	Unauthorised absence or irregular in attendance.	Service Book/Personal file/ Attendance Register	
(v)	Discipline etc.	Service Book/Personal file	
(ii) Performance of the official observed from the APAR dossier on the following points:			
▪	Views on work performance of the officer	APAR dossier/ Files and Records dealt by the officer	
▪	Complaint case, Action/ decisions taken by the officer.	APAR dossier/service book/ Complaint case/ Files/	

		Records dealt by the officer. Communication being in nature of administrative/ disciplinary and complaint processing.	
	<ul style="list-style-type: none"> ▪ Views on physical fitness of the officer, which may cause hindrance in work performance 	APAR dossier/Attendance Register/Leave Record/Medical Records.	
Beside this, with regard to the files/reports being undertaken by the official the following will be done:			
	a) The work performance of the official due for Review under FR56(J) should be duly supported by the documents which will be called from the concerned section.	Record/ files dealt by the official/officer	
	b) Checking of diaries viz CAG, ordinary Diary to assess the promptness to deal the case or any pendency	Files/records dealt by the officer/official	
	(c) Checking of attendance register for watching regularity in attendance including assessing health and punctuality issues.	Attendance Register	
	(d) Ten files of the choice of the official will be called for to assess the quality,	Office record files obtained from Concerned Section	

	promptness etc. to deal with the case. In addition to the above ITA will help in random selection of 10 files to be seen by the ISC.		
	(e) On the basis of scrutiny of documents, an abstract will be prepared by the Internal Screening Committee.	Product	
(iii)	Grading of last 5 years of ACR/APAR along with scrutiny of dossier will be undertaken.	APAR dossier	
(iv)	<ul style="list-style-type: none"> ▪ Details regarding integrity/VC/ DC will be taken from APAR Cell/Admn Section/Confidential Section followed by review of the listed/ identifies documents. 	APAR / service book/ personal file/complaint and other files	
	<ul style="list-style-type: none"> ▪ Report on Immovable property as well as communication about sale/ purchase of movable/ immovable transaction/ salary details. Family details and gap between gross salary and net salary 	Property returns/ intimation/ communication in respect of sale/purchase of movable/ immovable property, salary details, family details	
	<ul style="list-style-type: none"> ▪ Any complaint received against the concerned official, action taken on complaint from concerned/ 	Relevant records from Admin/Confidential Cell/Concerned Section	

	section/office/ Confidential Cell section will be obtained.		
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Appendix-III

List of files to be scrutinized by the Internal Screening Committee (ISC) in respect of employees whose case is to be examined under FR 56 (j) & Rule 42 of CCS (Pension) Rules 2021

SL.No.	Name of file	No. of files
1.	Personal file	Concerned file of the official
2.	Service book	One
3.	APAR dossiers	As per the dossier – last 5 year
4.	Immovable property return	Concerned file of the official
5.	Complaint/case etc	If Any
6.	Diary Reports checked	Through Dak Management
7.	Working files	10 files of the choice of concerned official/ officer and 10 files on random basis from the posting wing/section of the official/officer
8.	Various certificates being taken currently	To be continued