

New Delhi dated 06.09.2012

**OFFICE MEMORANDUM**

**Subject : Reporting officer and reviewing officer in the Annual Performance Assessment Reports (APAR) of ICLS probationers**

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The undersigned is directed to refer to the enclosed note dated 06-06-2012 of Director, ICLS Academy and to convey the decisions of competent authority, to all past/present ICLS probationers and to other officers concerned, as below :

(a) For all past or present batches of ICLS probationers, during their initial two year of probation (beginning from joining in foundational training), the Director ICLS Academy and DG, IICA, shall be their reporting officer and reviewing officers respectively ;

(b) For any period, when there is no regular Director ICLS Academy or DG, IICA, any other officer who has discharged the work of these posts, shall assume the role of reporting and reviewing officers in their APARs ; and

(c) While making reporting/reviewing entries in their initial two year APARs, the comments of all field offices (RD/ROC/OLs), where probationers are posted/attached/trained, shall be taken into account by reporting/reviewing officers.

2. Where the combined training period (foundation and professional) is less than two years, for the remaining period, the APAR rules applicable to serving Central Government employees shall apply.

  
6/9/12

(RK Pandey)

Under Secretary to the Government of India  
(Telefax : 23383507)

To,

1. DG, IICA
2. Director ICLS Academy
3. Joint Director, ICLS Academy
4. All probationers of 1<sup>st</sup> Batch (CSE 2009-main list)
5. All probationers of 2<sup>nd</sup> Batch (CSE 2010-main list + CSE 2009 reserve list)