

**भारतीय मानक ब्यूरो**  
**मानव संसाधन विकास विभाग**

हमारा संदर्भ: एचआरडी/एपीएआर(2023-24)

26 मार्च 2024

**Subject : Timelines for Recording of Annual Performance Assessment Report (APAR) of Scientific Cadre Officers of BIS for the year 2023-24**

**परिपत्र /CIRCULAR**

All Scientific Cadre Officers of BIS are requested to strictly adhere to the timelines for recording the online APARs as per the timelines given below:

Sl. No.	Activity	Date by which activity to be completed
1.	Submission of self-appraisal to the Reporting Officer by officer to be reported upon	15 April 2024
2.	Submission of report by Reporting Officer to Reviewing Officer	30 June 2024
3.	Submission of report by Reviewing Officer to Accepting Authority	31 July 2024
4.	Appraisal by Accepting Authority	31 August 2024
5.	Disclosure of APAR to the officer reported upon in HFMS portal	31 August 2024
6.	Receipt of representation, if any on APAR	15 days from the date of disclosure of APAR in HFMS portal
7.	Forwarding of representation to the Competent Authority	06 October 2024
8.	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the Competent Authority on the representation	15 November 2024
10.	End of the entire APAR process after which the APAR will be finally taken on record.	30 November 2024

2. If the Reporting Officer and Reviewing Officer does not report the APAR within the prescribed timelines, the Reporting/Reviewing Officer shall forfeit the right to enter any remarks in the APAR of the officer to be reported upon and it will automatically forward to the next Authority. All concerned officers are, therefore, requested to strictly follow the guidelines/instructions regarding timely preparation and recording of the APARs as mentioned above.
3. **It is also advised to submit online APAR much before the last date and not to wait for the deadline to avoid the possibility of server problem, inability or failure to login to HFMS account.**
4. The instructions issued by HRD vide circular no. HRD/APAR(2023) dated 23 November 2023 as attached herewith should also be kept in mind while filing the APAR.
5. This may be accorded on **TOP PRIORITY**.

This issues with the approval of Competent Authority.



(जितेन्दर कुमार)

वैज्ञाजिक ई एवं प्रमुख (एचआरडी)

परिचालित : सभी संबंधित बीआईएस वैज्ञाजिक संवर्ग के अधिकारी बीआईएस इंटरनेट के माध्यम से

प्रमुख, आईटीएसडी को कॉपी - इस अनुरोध के साथ:

- i) समय-सीमा में तत्काल परिवर्तन करें और ऑनलाइन एपीएआर मॉड्यूल में उपरोक्त पैरा 2 पर आगे की आवश्यक कार्रवाई करें ।
- ii) इस परिपत्र को बीआईएस इंटरनेट पर होस्ट करने के लिए ।

**भारतीय मानक ब्यूरो**  
**(मानव संसाधन विकास विभाग)**

Our Ref: HRD/APAR (2023)

23 November 2023

**Subject: Instructions regarding submission of Annual Performance Assessment Report (APAR) to all Scientific Cadre Officers**

**CIRCULAR**

1. It has been observed that some officers have not initiated/submitted the APAR/Self-assessment report for a particular period or complete year, to their respective Reporting officer(s) even for a period which is more than 3 months.
2. Further, the Reporting officer has also not initiated the APAR without self-assessment being received from such officer(s) to be reported upon. If the officer to be reported has failed to submit the self-assessment within the stipulated period, the APAR will have to be reported without self-assessment by the Reporting officer.
3. It is informed that it is the responsibility of the officer to perform the public duty of writing an APAR whenever a period is more than 3 months. **If the officer fails to submit the APAR, a call for explanation may be issued to the concerned officer for not having performed the public duty of writing the APAR within the due date and in the absence of proper justification, a written warning may be issued to the defaulting officer for delay in completing the APAR and the same will be placed in the APAR folder of the defaulting officer as per instructions issued by DoPT.**
4. Non-compliance of the above instruction can hinder the career progression of the officer as the matter has been viewed seriously by the Screening Committee(s) held recently. Further, the guidelines/instructions on APAR issued by DoPT from time to time should also be adhered to by the officer.
5. **The above mentioned instructions regarding APAR are being circulated to all concerned Scientific Cadre Officers with the approval of the Competent Authority, for information and necessary compliance.**



(जितेंद्र कुमार)

वैज्ञानिक – ई एवं प्रमुख (मा. सं. वि. वि.)