

भारतीय मानक ब्यूरो
(स्थापना विभाग)

मानक भवन
9, बहादुर शाह जफर मार्ग
नई दिल्ली -110002

हमारा संदर्भ: Estt-V/C-19325/2023

दिनांक: 01.12.2023

Sub: Instructions regarding submission of Annual Performance Assessment Report (APAR) for all Non-Scientific Cadre Officials

CIRCULAR

1. The Annual Performance Assessment Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of an Officer and for his/her further promotions/career advancements. It is therefore, essential that it is to be completed in time bound manner so that up-to-date APARs are available at any given time.
2. It has been observed that some officials 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.
3. Further, the Reporting Officer has also not initiated the APAR without self-assessment being received from such officials 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.
4. It is informed that it is the responsibility of the official to perform the public duty of writing an APAR whenever a period is more than 3 months. If the official fails to submit the APAR, a call for explanation may be issued to the concerned official 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 official for delay in completing the APAR and the same will be placed in the APAR folder of the defaulting official as per instructions issued by DoPT.
5. When the Reporting Officer/Reviewing Officer retires or otherwise demits office, he/she may be allowed to assess the performance within a month of his retirement or demission of office.
6. Non-compliance of the above instruction can hinder the career progression of the officials as the matter has been viewed seriously by the Competent Authority. Further, the guidelines/instructions on APAR issued by DoPT from time to time should also be adhered to by the official.
7. The officials must adhere to the time schedule of self-initiation/validation & self-assessment of the APAR in correct manner. Further, the Reporting Officer and Reviewing Officer also need to complete the APAR as per time schedule.
8. This issues with the approval of Competent Authority.


(शोएब अखतर)

निदेशक (स्थापना)

Circulated to all Non-Scientific Cadre Officials

Copy to- All Reviewing & Reporting Officer