

भारतीय मानक ब्यूरो
(मानव संसाधन विकास विभाग)

हमारा संदर्भ: एचआरडी/जेनरल:24

दिनांक:17.11.2022

विषयवार्थ : वार्षिक निष्पादन मूल्यांकन रिपोर्ट (ए.पी.ए.आर.)


परिपत्र

यह सूचित किया जाता है कि एक अतिरिक्त मद सं. सोलह जैसा कि नीचे बताया गया है:

'अवधि के दौरान हिंदी में किए गए कार्यों का उल्लेख'

बीआईएस के समूह 'ए' वैज्ञानिक कैडर अधिकारियों के लिए वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट (एपीएआर) सह वार्षिक कार्य रिपोर्ट (एडब्ल्यूआर) के भाग ए में जोड़ा गया है। सभी वैज्ञानिक संवर्ग के अधिकारियों से अनुरोध है कि डीओपीटी द्वारा निर्धारित निर्धारित समय सीमा के अनुसार आकलन वर्ष 2022-23 के लिए एपीएआर में हिंदी में किए गए कार्य का उल्लेख करें।

इसे सक्षम प्राधिकारी द्वारा अनुमोदित किया गया है और यह सभी संबंधितों की जानकारी के लिए इसके साथ संलग्न है।



(जितेन्दर कुमार)
प्रमुख (मा. सं. वि. वि.)

परिचालित सेवा में : भामाब्यूरोइंट्रानेट के माध्यम से सभी भामाब्यूरो के संबंधित भामाब्यूरो वैज्ञानिक कैडर अधिकारी

प्रतिलिपि : प्रमुख, आईटीएसडी - एचएफएमएस मॉड्यूल में एपीएआर के उपरोक्त तत्व को शामिल करने के अनुरोध के साथ

**BUREAU OF INDIAN STANDARDS
(HUMAN RESOURCE DEVELOPMENT DEPARTMENT)**

Ref: HRD/Gen:24

Dated: 17.11.2022

OFFICE ORDER

Subject: Annual Performance Assessment Report (APAR)

This is to inform that an additional item no. 16 as mentioned below:

‘अवधि के दौरान हिंदी में किए गए कार्यों का उल्लेख’

is added in Part A of the Annual Performance Assessment Report (APAR) cum Annual Work Report (AWR) for Group ‘A’ Scientific Cadre Officers of BIS. All Scientific Cadre Officers are requested to mention the work done in Hindi in APAR for Assessment Year 2022-23 onwards as per the prescribed time limits indicated by DoPT.

The same has been approved by the Competent Authority and it is enclosed herewith for information of all concerned.



(Jitender Kumar)

Head (HRD)

Circulated to: All Departments at HQ/ROs/Labs & NITS through BIS Intranet

Copy to: Head (ITSD) – with a request to incorporate the above element of APAR in HFMS Module

BUREAU OF INDIAN STANDARDS

**ANNUAL WORK REPORT AND ANNUAL PERFORMANCE ASSESSMENT REPORT
(AWR & APAR)**

PERSONAL DATA

FOR SCIENTIFIC CADRE OFFICERS

EMPLOYEE NO:

1. NAME:

2. DEPT/SECTION:

3. FOR THE PERIOD FROM:

TO:

4. DATE OF ENTRY:

5. DATE OF POSTING
TO PRESENT DEPTT. :

6. PRESENT GRADE:

7. DATE OF APPOINTMENT/
PROMOTION TO PRESENT
GRADE:

8. DATE OF BIRTH:

9. ACADEMIC
QUALIFICATIONS:

10. DISCIPLINE:

11. PERIOD OF ABSENCE FROM DUTY EXCEEDING 30 DAYS DURING THE
(on Leave, Training, etc.)

PART A

SELF ASSESSMENT REPORT BY THE OFFICER

1. Name:
2. Designation:
3. Area of S&T Function:
4. Brief Description of S&T work function:

5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)

6. Enumeration of major outputs from S&T Function

7. Innovation content of work done (about 100 words)

8. Major impact reported during the financial year (if any) for work done during previous three years.

9. Scientific and technological methodologies used in the work function

10. Suggestions (if any) for work functions based on new or emerging scientific principles

11. New technologies if any introduced by the officer in work plan/ functions

12. Any other highlight of special S&T content in the work
13. One page summary of the scientific and technical elements in the work done during the financial year
14. Quantified S&T outputs as per the selected indicators
 - a) Lectures delivered in university/seminars/ industry meets
 - i) Enrolled
 - ii) Invited
 - b) Books edited or written
 - c) Research publications
 - d) State- of –the Art Reports prepared on the subject handled or otherwise
 - e) Annual reports prepared
 - f) Internal reports generated
 - g) New S&T areas/ gaps identified for enlarging the scope of the existing schemes
 - h) New S&T identified and nurtured and S&T inputs added to ongoing schemes

- i) Data bases prepared for scientific handling of the projects
- j) Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country
- k) Identification of New Areas for demonstration of technologies and follow-up
- l) Project Monitoring Parameters evolved and deployed
- m) Technology intelligence/ assessment report prepared for S&T
- n) S&T inputs provided to inter-Ministerial discussions in various committees
- o) Number of projects scientifically evaluated for closure during the year
- p) Networked Programmes initiated (please give numbers and salient features of your contribution)
 - i) Between lab to lab
 - ii) Lab and industry
 - iii) Bilateral
 - iv) Multilateral
- q) Policies / Bills prepared during the year
- r) Awards / Membership of Institutions / Academics
- s) Others (please specify)

15. Nature of Work (other than S&T): This report should briefly bring out the qualitative and quantitative aspects of work assigned and done (indicate targets fixed, if any); contributions of managerial nature; special assignments; constraints. (Please use extra sheets, if required)

16. अवधि के दौरान हिंदी में किए गए कार्यों का उल्लेख करें

17. Important Achievements viz-a-viz targets (if any)

Date:

Signature:
Name in Capitals:
Designation

PART B (I)

ASSESSMENT BY THE REPORTING AUTHORITY ON AWR & APAR

1. Accuracy of the S&T work report

a. Generally accurate

b. Modifications needed (please specify)

2. Scientific merit of the work done

1-10% 10-33% 33-50% 50-75% Bottom 25%

3. Short summary of the innovative content of the work done

4. General assessment of the scientific work report (in brief)

5. Final grading

1-10% 10-33% 33-50% 50-75% Bottom 25%

6. Assessment Report (Personal Qualities):

Sl. No.	Assessment Criteria	Grading on a scale of 1 to 10
i.	Organizational Ability	
ii.	Receptivity to ideas	
iii.	Initiative	
iv.	Resourcefulness	

v.	Ability to develop and train others	
vi.	Willingness to accept responsibility	
vii.	Dependability	
viii.	Conduct and behavior	
ix.	Tact	
x.	Co-operation	
xi.	Writing ability	
xii.	Reasoning ability	
xiii.	Power of expression	
xiv.	Work Output	
xv	Integrity	

7. Length of Services under Reporting Officers

8. a) APAR overall Grading on the scale of 1 to 10 :

b) If overall grade is 8 & above or less than 6 justification thereof:

Date:

Signature:

Name in Capitals:

Designation

NB: Overall grade between 8 and 10 will be rated as 'OUTSTANDING'
 Overall grade between 6 and short of 8 will be rated as 'VERY GOOD'
 Overall grade between 4 and 6 short of 6 will be rated as 'GOOD'
 Overall grade below 4 will be rated as 'POOR'

PART B (II)

REMARKS OF THE REVIEWING OFFICER

1. Length of service under Reviewing Authority

2. Is the Reviewing Authority satisfied that the Reporting Officer made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with the account of the Officer's work on in Part A of this form? Is there anything you wish to modify or add?

4. Do you agree with marking and assessment of the Reporting Officer? If there is any important difference between them, please comment

5. **a) Assessment of the Officer's overall worth in his particular grade on the scale of 1 to 10 :**

b) If overall grade is 8 & above or less than 6 justification thereof:

NB: Overall grade between 8 and 10 will be rated as 'OUTSTANDING'
Overall grade between 6 and short of 8 will be rated as 'VERY GOOD'
Overall grade between 4 and 6 short of 6 will be rated as 'GOOD'
Overall grade below 4 will be rated as 'POOR'

PART B (III)

REMARKS OF ACCEPTING AUTHORITY

(The next Superior Authority)

1. Do you agree with the overall assessment by the Reviewing Officer? If not indicate your assessment with reasons, wherever necessary

2. **Final Grading on the scale of 1 to 10:**

2. Advisory remarks, if any

Date:

Signature:
Name in Capitals:
Designation:

PART B (IV)

**CONSIDERATION OF THE REPRESENTATION ON
ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**

1. The date on which full APAR was communicated to the officer reported upon:

2. The date on which representation was received from the officer reported upon if any:

3. Decision of the accepting authority on above representation:

4. The date on which the decision of the accepting authority communicated to the officer reported upon:

Date:

Signature:
Name in Capitals:
Designation: H(HRD)

Appendix– I
(Instructions for filling up column on integrity)

1. The remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer in one of three options mentioned below:
 - (a) Beyond doubt.
 - (b) Since the integrity of the officer is doubtful, a secret note is attached.
 - (c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.
2. Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilised for filling the column about integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following subparagraphs.
3. The column pertaining to integrity in the character roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.
4. A copy of the secret note should be sent together with the character roll to the next superior officers who should ensure that the follow-up action is taken with due expedition.
5. If, as a result of the follow-up action, an officer is exonerated, his integrity should be certified and an entry made in the character roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.
6. There are occasions when a reporting officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Deptt. Such instances can occur when an officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely or when an officer has worked under the reporting officer only for a brief period or has been on long leave, etc. In all such cases, the reporting officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.
7. There may be cases in which after a secret report/note has been recorded expressing suspicion about an officer's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the officer's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.