

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

संदर्भ: Estt/C-35089/2024

दिनांक: 18 June 2024

**विषय: APAR for the year 2023-24 in respect to employees covered under the BIS (Recruitment to Laboratory Technical Posts) Regulations, 2019 – regarding**

**परिपत्र / Circular**

This is with reference to Establishment Department circular no. Estt/C-35089/2024 dated 16 April 2024 & 26 April 2024 on the subject cited above. (copy enclosed)

2 In line with DoPT guidelines the timelines for recording APARs for the year 2023-24 is extended as follows: -

Sl.No.	Activity	Cut Off dates	
		Existing	Revised
1.	Submission of self-appraisal to the Reporting Officer by Officer to be reported upon (where applicable)	30 April 2024	30 June 2024
2.	Submission of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June 2024	31 <sup>st</sup> August 2024
3	Submission of report by Reviewing Officer to APAR Cell/Accepting Authority (wherever provided)	31 <sup>st</sup> July 2024	31 <sup>st</sup> October 2024
4	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August 2024	31 <sup>st</sup> December 2024
5	Disclosure of APAR to the Officer reported upon where there is no Accepting Authority	1 <sup>st</sup> September 2024	1 <sup>st</sup> November 2024
	Disclosure of APAR to the Officer reported upon where there is Accepting Authority	15 September 2024	1 <sup>st</sup> January 2025
6	Receipt of representation, if any on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of disclosure


Sl.No.	Activity	Cut Off dates	
		Existing	Revised
7	a) Forwarding of representation to the Competent Authority where there is no accepting authority for APAR	21 <sup>st</sup> September 2024	15 days from the date of receipt of representation
	b) Forwarding of representation to the Competent Authority where there is accepting authority for APAR	06 October 2024	
8	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	Within one month from the date of receipt of representation
9	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November 2024	15 days from the date of disposal of representation
10	End of entire APAR process after which the APAR will be finally taken on record	30 November 2024	15 days from the date of communication of the decision

3 All Lab Cadre Employees covered under the Laboratory Technical Posts are once again requested to submit the **HARD COPY of Self-Assessment APAR for the year 2023-24 to their Reporting Officer in the prescribed format within prescribed timelines.**

4 All concerned officials are once again requested to adhere the guidelines/instructions regarding timely preparation and record of the APARs available on the subject. The instructions issued vide circular reference Estt-V/19325.2023 dated 01.12.2023 may also be referred for compliance.

5 In case of any doubt/discrepancy related to filing of APAR, Establishment Department may please be contacted. Any technical issues shall be reported to ITS Department/HFMS Helpdesk.

6 This issues with the approval of Competent Authority.

  
 (शोएब अखतर)  
 निदेशक (स्थापना)

**All Laboratory Officer/Technical Assistant (Lab)/Senior Master Technician/Master Technician/Senior Technician/Technician through BIS Intranet**

**Copy to: All Reporting/Reviewing Officer of employees covered under the Laboratory Technical Posts through BIS-Intranet**



No. 21011/04/2023-Estt.(A.II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi – 110001  
Dated 28<sup>th</sup> May, 2024

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.**

The undersigned is directed to invite reference to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.


2. In view of engagement in ongoing Lok Sabha Election, 2024, difficulties have been reported by the officers belonging to Central Civil Services in sticking to the timelines given in the OMs referred to above.

3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines for recording APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> March (This may be completed even a week earlier)	31 <sup>st</sup> March (This may be completed even a week earlier)
(2)	Submission of self-appraisal to the Reporting Officer by ORU	30 <sup>th</sup> April	30 <sup>th</sup> June
(3)	Submission of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June	31 <sup>st</sup> August
(4)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 <sup>st</sup> July	31 <sup>st</sup> October
(5)	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August	31 <sup>st</sup> December
(6)	(a) Disclosure to the ORU where there is no Accepting Authority	01 <sup>st</sup> September	1 <sup>st</sup> November

	(b) Disclosure to the ORU where there is Accepting Authority	15 <sup>th</sup> September	1 <sup>st</sup> January
(7)	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of disclosure
(8)	Forwarding of representation to the Competent Authority  a. Where there is no Accepting Authority for APAR b. Where there is Accepting Authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October	15 days from the date of receipt of representation
(9)	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	Within one month from the date of receipt of representation
(10)	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November	15 days from the date of disposal of representation
(11)	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	15 days from the date of Communication of the decision

3. The aforesaid relaxation is just a one-time measure for the Central Civil Services Officers for the year 2023-24 .

  
(S. P. Pant)  
Director(PP.II)  
23093074

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT website.

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

संदर्भ: Estt/C-35089/2024

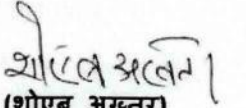
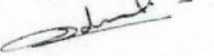
दिनांक: 26 April 2024

**विषय: Introduction of Self-Assessment Option in APAR for the year 2023-24 in respect to employees covered under the BIS (Recruitment to Laboratory Technical Posts) Regulations, 2019 – regarding**

**परिपत्र / Circular**

This is with reference to Establishment Department circular no. Estt/C-35089/2024 dated 16 April 2024 on the subject cited above. (copy enclosed)

2. All Lab Cadre Employees covered under the Laboratory Technical Posts are once again requested to submit the **hard copy of Self-Assessment APAR for the year 2023-24 to their Reporting Officer in the prescribed format within timeline i.e. 30 April 2024.**

  
(शोएब अखतर)  
निदेशक (स्थापना)  


**All Laboratory Officer/Technical Assistant (Lab)/Senior Master Technician/Master Technician/Senior Technician/Technician through BIS Intranet**

**Copy to: All Reporting/Reviewing Officer of employees covered under the Laboratory Technical Posts through BIS-Intranet**



भारतीय मानक ब्यूरो  
(स्थापना विभाग)

दिनांक: 16 April 2024

संदर्भ: Estt/C-35089/2024

**विषय: Introduction of Self-Assessment Option in APAR for the year 2023-24 in respect to employees covered under the BIS [(Recruitment to Laboratory Technical Posts), Regulations 2019]**

परिपत्र / Circular

Establishment Department vide Circular reference no. Estt/C-19325/2024 dated 26 March 2024 requested all Group-A for Group-A, B & C (A&F and Other Posts) AND employees covered under the Laboratory Technical Posts to adhere the timelines for recording the APAR through HFMS online Mode.

2. In this regard it is informed that the Competent Authority has decided to introduce Self-Assessment Option for filling up of APAR for employees covered under the Laboratory Technical Posts. The approved APAR Format for the year 2023-24 is enclosed.

3. Further, in compliance to order of Hon'ble High Court of Delhi, the employees covered under the Laboratory Technical Posts are requested to fill their APARs for 2023-24 through Manual Mode.

4. It is further informed that the Self Assessment Option for employees covered under the Laboratory Technical Posts shall be introduced by ITS Department through Online HFMS Mode from the year 2024-25 onwards.

5. Therefore all Lab Cadre Employees are requested to fill the enclosed APAR Format manually. The timelines for recording of APAR for the employees covered under the Laboratory Technical Posts are 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 (where applicable)	30 April 2024
2.	Submission of report by Reporting Officer to Reviewing Officer	30 June 2024
3.	Submission of report by Reviewing Officer to APAR Cell /Accepting Authority (wherever provided)	31 July 2024
4.	Appraisal by Accepting Authority, wherever provided	31 August 2024
5.	Disclosure of APAR to the Officer reported upon where there is no Accepting Authority.	01 September 2024
	Disclosure of APAR to the Officer reported upon where there is Accepting Authority.	15 September 2024

7.	a) Forwarding of Representation, to the Competent Authority -where there is no accepting authority for APAR	21 September 2024
	b) Forwarding of Representation, to the Competent Authority -where there is accepting authority for APAR	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 their presentation by the APAR Cell	15 November 2024
10.	End of the entire APAR process after which the APAR will be finally taken on record	30 November 2024

6. All concerned officials are requested to adhere the guidelines/instructions regarding timely preparation and recording of the APARs available on the subject. The instructions issued vide circular reference no. Estt-V/19325/2023 dated 01.12.2023 may also be referred for compliance.

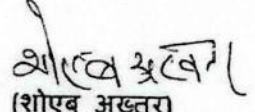
7. If the Reporting Officer and Reviewing Officer does not report the APAR within the prescribed timelines, the Reporting/Reviewing Officer shall forfeit the right to enter any remarks in the APAR of the Officer to be reported upon. All concerned officials are, therefore, requested to strictly follow the guidelines/instructions regarding timely preparation and recording of the APARs as mentioned above.

8. The work done by the employees/Officers in Hindi/procurement through GeM /special task may also be recorded in the APAR.

9. All Lab Cadre Employees covered under the Laboratory Technical Posts are requested to submit the Self-Assessment for the year 2023-24 in enclosed format through **Manual Mode** to their Reporting Officers upto 30 April 2024.

10. This issues with the approval of Competent Authority.

**Encl: as above**

  
 (शोएब अखतर)  
 निदेशक (स्थापना)

**All Laboratory Officers/Technical Assistant (Lab)/Senior Master Technician/Master Technician/Senior Technician/Technician**

**Copy to: All Reporting & Reviewing Officers of employees covered under the Laboratory Technical Posts**

BUREAU OF INDIAN STANDARDS

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

PERSONAL DATA  
PART I

FOR LABORATORY CADRE EMPLOYEES

EMPLOYEE NO:

1. NAME:

2. DESIGNATION

3. DEPT/SECTION:

4. FOR THE PERIOD FROM:

TO:

5. DATE OF ENTRY:

6. DATE OF POSTING  
TO PRESENT DEPTT. :

7. PRESENT GRADE:  
APPOINTMENT/

8. DATE OF PROMOTION TO PRESENT GRADE:

9. DATE OF BIRTH:

10. ACADEMIC  
QUALIFICATIONS:

11. DISCIPLINE:

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

PART-II

SELF ASSESSMENT REPORT BY THE EMPLOYEE

1. Additional academic qualifications acquired during the year :



2. Membership of Professional bodies :

3. Training/exposure visit carried out during the period:

4. Area of Functions in BIS Lab:

5. Brief Description of work assigned:

6. Work carried out during the year:

7. Innovation content of work done, if any:

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

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 official in work plan/functions :  
Comments, if any:

12. Brief Description and enumeration of Scientific & Technical (S&T) work output (as applicable to the officer)

13. 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.

14. Important Achievements viz-a-viz targets (if any including Procurements made through Gem portal, tender process, assistance in implementation of LEPAC recommendations, etc)

15. Any other scientific work which has impacted the Laboratory activity as a whole.

16. Please state briefly, the shortfalls in your inputs and reason thereof :

17. Please also indicate items in which there have been significantly higher achievements and your contribution thereto, if any:

**PART III**  
**ASSESSMENT BY THE REPORTING OFFICER**

1. Nature and quality of work

(a) Comments of Part A as filled by the officer and specifically state whether you agree with the answers. Also specify constraints, if any, in achieving the objectives.

(b) Specific highlights of the Scientific & Technical Content of work done (in brief)

(c) Assessment

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	

(d) General comments on performance of officer including quality of output, conduct, organizing ability, objectivity, leadership, supervisory ability and targets wherever applicable. This should also cover the aspects reported under 1 (c)

(e) Comments on new test facility created and new equipment purchase/upgraded

(f) Has he/she been responsible for any outstanding work during the period? If so, elaborate

(g) Has he/she been reprimanded for indifferent work or for other causes during the period? If so, indicate brief particulars

(h) Integrity

(i) Defects, if any, which may interfere with his/her efficiency

2. (a) Overall Grading on the scale of 1 to 10 :

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

**PART IV**  
**REMARKS OF THE REVIEWING OFFICER**

1. 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?
  
2. 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?
  
3. Do you agree with marking and assessment of the Reporting Officer? If there is any important difference between them, please comment.
  
4. 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:
  
5. What are the strengths of the officer which could be gainfully utilized in the organization?
  
6. If the grading is 6 or below would you recommended a change of assignment? If so, please elaborate indicating the type of job and area he is best suited for.

**PART V**  
**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 competent authority on above representation:
  
4. The date on which the decision of the competent authority communicated to the officer reported upon:

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

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

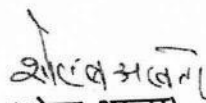
दिनांक: 01.12.2023

संख्या संदर्भ: Estt-V/C-19325/2023

**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**