

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

संदर्भ: Estt/C-19325/2024

26.03.2024

**विषय: (i) एचएफएमएस में ऑनलाइन एपीएआर जमा करना/ Submission of Online APARs in HFMS**  
**(ii) समूह 'ए' (A&F and Other Posts), समूह 'बी' (A&F and Other Posts), समूह 'सी' (A&F and Other Posts) और प्रयोगशाला तकनीकी पदों के कर्मचारियों के संबंध में रिपोर्टिंग वर्ष 2023-24 के लिए वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट (एपीएआर) की रिकॉर्डिंग के लिए समय-सीमा में ऑनलाइन एचएफएमएस में प्रस्तुत करना/Timelines for Recording of Annual Performance Assessment Report (APAR) through HFMS for the reporting year 2023-24 in respect to Group 'A' (A&F and other posts), Group 'B' (A&F and other posts) & Group 'C' (A&F and other posts) AND employees covered under the Laboratory Technical Posts**

**परिपत्र / Circular**

All Group-A, Group-B, & C employees of (Admin, Finance and Other Posts) **AND** employees covered under the Laboratory Technical Posts are requested to strictly adhere to the timelines for recording the online APARs as 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)	15 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
6.	Receipt of representation, if any on APAR	15 days from the date of receipt of communication
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 the representation 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

2. The reporting/reviewing structure of all Group-A, Group-B & Group-C employees of (Admin, Finance and Other Posts) and employees covered under the Laboratory Technical Posts of BIS would be the same as followed in earlier years. In case of any doubt/discrepancy, Establishment Department may please be contacted. Any technical issues shall be reported to ITS Department.

Group-A A&F and Others Officers*	<b>Group A (Admin, Finance &amp; Other Posts)</b> -Deputy Director General (Administration) Deputy Director General (Finance), Director (Selection Grade), Secretary, Director (Finance), Director (Administration), Director (Legal), Director (Marketing & Consumer Affairs), Director (General Service), Director (Training), Director (Human Resource Development), Director (Establishment), Director (Accounts), Director (Vigilance), Deputy Director (Hindi), Deputy Director (Marketing & Consumer Affairs/Publication/Library), Deputy Director (Administration and Finance), Assistant Director (Hindi), Assistant Director (Marketing & Consumer Affairs/Publication/Library), Assistant Director (Administration and Finance)
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\*The Self Initiation/Validation & Self Assessment of the APAR shall be completed in correct manner in HFMS within prescribed time frame.

Clerical & Supervisory Posts**	<b>For Group-B &amp; C Officials (Clerical) and Supervisor Posts</b> -Section Officer, Private Secretary, Assistant Section Officer, Personal Assistant, Stenographer, Senior Secretariat Assistant, Junior Secretariat Assistant,
Skilled/Semi Skilled/Technical Posts**	<b>Laboratory Technical Posts (Group B &amp; C)</b> - Laboratory Officer, Technical Assistant (Lab), Senior Master Technician, Master Technician, Senior Technician, Technician  <b>For Group-B &amp; C Officials (Skilled/Semi-skilled)</b> -Supervisor Computer Aided Design, Librarian, Senior Translation Officer, Deputy Librarian (Hindi), Supervisor (Reprography), Assistant (Computer Aided Design), Junior Translation Officer, Senior Operator, Library Assistant, Assistant Operator, Estate Manager, Staff Car Drivers, Junior Operator, Senior MTS, Dispatch Rider, Horticulture Supervisor, Lift Attendant, Halwai, Cook, Assistant Halwai, Coupon Clerk, Sales Clerk,
Group-C Upgraded**	For Group-C (Erwstwhile Group-D Officials): MTS, Canteen Attendant

\*\* The Self Initiation/Validation of the APAR and shall be completed in correct manner in HFMS within prescribed time frame.

3. 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.

4. 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.

5. It is also advised to submit online APAR much before the last date and not to wait till the last date to avoid the possibility of server problem, inability or failure to login to HFMS account.

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

7. The APAR should be submitted through online HFMS mode.

8. This issues with the approval of Competent Authority.

  
 (शोएब अखतर)  
 निदेशक (स्थापना)

सभी अधिकारियों/कर्मचारियों को बीआईएसइंट्रानेट के माध्यम से परिचालित-/Circulated to all Officers/Employees through BIS Intranet.

Copy to: All ROs/BOs/Labs/NITS/All  
ITSD is requested to make necessary arrangement in HFMS Module