

भारतीय मानक ब्यूरो

(स्थापना विभाग)

संदर्भ : स्था-V/6/1/1/APAR

दिनांक 15.01.2018

विषय : वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट (वर्ष 2017-2018)

परिपत्र / Circular

वर्ष 2017-2018 के वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट के रिक्त प्रपत्र जोकि ग्रुप-‘क’ (प्रशासन एवं वित्त तथा अन्य पद), ग्रुप-‘ख’ एवं ग्रुप-‘ग’ (तत्कालीन ग्रुप ‘डी’ के कर्मचारी सहित) के कर्मचारियों के लिए हैं, बीआईएस इंटरनेट पर उपलब्ध किये जा रहे हैं।

2. सभी संबंधित अधिकारियों एवं कर्मचारियों से अनुरोध है कि नीचे उल्लेखित पदनाम के अनुसार संबंधित प्रपत्र को डाउनलोड करें एवं प्रपत्र के भाग-I में अपनी व्यक्तिगत जानकारी भर कर अपने रिपोर्ट लेखी अधिकारी / समीक्षा अधिकारी को मूल्यांकन हेतु सौंपे :

प्रपत्र - क FORM - A	For All Group ‘A’ Officers (Administration, Finance & Other Posts)
प्रपत्र - ख FORM - B	For Groups ‘B’, ‘C’ Officials (Clerical) and Supervisory Posts (Clerical) i.e Private Secretary, Section Officer, Stenographer, Assistant, Upper Division Clerk, Junior Stenographer & Lower Division Clerk.
प्रपत्र - ग FORM - C	For Groups ‘B’ & ‘C’ Officials (Skilled/Semi-skilled/Technical) i.e Laboratory Officer (A), Laboratory Officer (B), Supervisor (Editing & Printing), Librarian, Supervisor (Drawing), Senior Master Technician, Supervisor (Reprography), Senior Translator, Deputy Librarian, Assistant Librarian, Senior Proof Reader, Staff Car Drivers, Technical Assistant (Lab), Junior Translator, Master Technician, Senior Operator, Library Assistant, Assistant Operator, Senior Technician, Junior Operator, Garden Choudhury, Dispatch Rider, Canteen Halwai, Assistant Halwai, Coupon Clerk, Sales Clerk, Cook and Senior Attendant.
प्रपत्र - घ FORM - D	For Group “C” (Erstwhile Group “D” Officials) i.e. Attendant, Beldar, Mali, Farash, Helper, Coffee-cum-Tea Maker, Bearer & Wash Boy, Helper (Canteen)

3. यह सूचित किया जाता है संबंधित कर्मचारियों एवं अधिकारियों द्वारा वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट प्रस्तुत करने के लिए निम्नलिखित समय सारणी तय की गई है :

Sl No.	Action	Date by which to be completed
1.	Submission of self-appraisal to Reporting Officer by official to be reported upon	15th April 2018
2.	Submission of report by Reporting Officer to Reviewing Officer	22nd May 2018
3.	Report to be completed by Reviewing Officer and to be sent to Establishment Department	05th June 2018

4. वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट को भरने से संबंधित जानकारियां, दिशा निर्देश एवं नियम **अनुबंध-क (Annex-A)** में दिये गये हैं। रिपोर्ट लेखी/समीक्षा अधिकारियों की जानकारी हेतु वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट का भाग-III (प्रपत्र-क) तथा भाग-II (प्रपत्र-ख एवं प्रपत्र-ग) भरने के लिये एक नमूना (Specimen) भी **अनुबंध-ख (Annex-B)** में उपलब्ध कराया जा रहा है।

हस्ता/-

(एन रवि शंकर)

निदेशक (स्थापना)

परिचालित: मुख्यालय के सभी विभाग, प्रयोगशालाएँ, प्रशिक्षण संस्थान, क्षेत्रीय कार्यालय एवं शाखा कार्यालय में बीआईएस इंटरनेट द्वारा परिचालित।

[वर्ग 'क' के अधिकारी (प्रशासन एवं वित्त तथा अन्य पद)]
[For Group 'A' Officers (Administration, Finance & Other Posts)]

भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS

वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट – 31 मार्च 2018 को समाप्त वर्ष
ANNUAL PERFORMANCE ASSESSMENT REPORT- YEAR ENDING 31 MARCH 2018

भाग I PART I निजी जानकारी PERSONAL DATA

कर्मचारी सं. Employee No. _____	पदनाम Designation _____
1. नाम Name _____	2. विभाग / अनुभाग Deptt./Section _____
3. _____ से _____ तक की अवधि के लिए For the period from _____ to _____	
4. प्रवेश का वर्ष Date of Entry _____	5. वर्तमान विभाग / अनुभाग में नियुक्ति की तारीख Date of Posting to Present Deptt./Sec. _____
6. वर्तमान ग्रेड Present Grade _____	7. वर्तमान ग्रेड में नियुक्ति की तारीख Date of Appointment to Present Grade _____
8. जन्म तिथि Date of Birth _____	9. पुष्टि की तारीख Date of Confirmation _____
10. शैक्षणिक योग्यता Academic Qualification _____	11. वैयक्तिक फाईल से उद्धरण Extracts from Personal File _____
12. वर्ष के दौरान 30 दिन से अधिक के लिए इयूटी से अनुपस्थित रहने की अवधि (अवकाश, प्रशिक्षण इत्यादि पर) Period of Absence from Duty Exceeding 30 days during the year (on Leave, Training etc.)	

PART- II
Self Assessment Report by the Officer

1. Work assigned during the year

2. Work carried out during the year:

3. Anything specific about yourself and your professional contribution, if not covered above:

भाग- III
रिपोर्ट लेखी एवं समीक्षा अधिकारियों द्वारा मूल्यांकन
PART- III
Assessment by the Reporting and Reviewing Officers

		रिपोर्ट लेखी अधिकारी Reporting Authority	समीक्षा अधिकारी Reviewing Authority	समीक्षा अधिकारी के हस्ताक्षर Initial of Reviewing Authority
1.	व्यावसायिक ज्ञान और योग्यता Professional Knowledge and ability			
2.	नियमों, विनियमों और कार्य-विधि का ज्ञान Knowledge of rules, regulations and procedures			
3.	संगठन योग्यता Organizational ability			
4.	विचारों के प्रति ग्रहण शीलता Receptivity to ideas			
5.	पहल प्रवृत्ति Initiative			
6.	उपायकुशलता Resourcefulness			
7.	उत्तरदायित्व लेने की इच्छा Willingness to accept responsibility			
8.	दूसरों को विकसित और प्रशिक्षित करने की क्षमता Ability to develop and train others			
9.	अवलम्बनीयता Dependability			
10.	आचरण और व्यवहार Conduct and behaviour			
11.	तरीका Tact			
12.	सहयोग Co-operation			
13.	लेखन क्षमता Writing ability			
14.	तर्क क्षमता Reasoning ability			
15.	अभिव्यंजना शक्ति Power of expression			
16.	कार्य निपटान Work output			
17.	सत्यनिष्ठा Integrity (Please see Annex-A)			

18. Further remarks (Please report on any aspect not covered above but which can help in better appreciation of good work done or in matters of work, discipline, attendance, etc.)

समीक्षा अधिकारी के हस्ताक्षर
Signature of Reviewing Officer

पदनाम
Designation

मुहर लगाएं
(Affix Stamp)

तिथि
Date

रिपोर्ट लेखी अधिकारी के हस्ताक्षर
Signature of Reporting Officer

पदनाम
Designation

मुहर लगाएं
(Affix Stamp)

तिथि
Date

PART IV

1. रिपोर्टिंग अथवा समीक्षा अधिकारी द्वारा वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट की प्रतिलिपी कर्मचारी को देने की तिथि _____
Copy of Annual Performance Assessment Report given to official by Reporting/Reviewing Officer on _____.
2. रिपोर्टिंग अथवा समीक्षा अधिकारी द्वारा कर्मचारी का अभिवेदन प्राप्त होने की तिथि _____
Representation received from official by Reporting/Reviewing Officer on _____.
3. कर्मचारी के अभिवेदन पर किया गया निर्णय
Decision taken on representation of the employee _____

सक्षम अधिकारी के हस्ताक्षर
Signature of Competent Authority

वर्ग 'ख', 'ग' कर्मचारियों (लिपिकीय) एवं पर्यवेक्षी पद के लिए
For Group 'B', 'C' Employees (Clerical) and (Supervisory Posts)

भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS

वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट – 31 मार्च 2018 को समाप्त वर्ष
ANNUAL PERFORMANCE ASSESSMENT REPORT- YEAR ENDING 31 MARCH 2018

भाग I
PART I
निजी जानकारी
PERSONAL DATA

- कर्मचारी सं. _____ पदनाम _____
Employee No. _____ Designation _____
1. नाम _____ 2. विभाग / अनुभाग _____
Name _____ Deptt./Section _____
3. _____ से _____ तक की अवधि के लिए
For the period from _____ to _____
4. प्रवेश का वर्ष _____ 5. वर्तमान विभाग / अनुभाग में नियुक्ति की तारीख _____
Date of Entry _____ Date of Posting to Present Deptt./Sec. _____
6. वर्तमान ग्रेड _____ 7. वर्तमान ग्रेड में नियुक्ति की तारीख _____
Present Grade _____ Date of Appointment to Present Grade _____
8. जन्म तिथि _____ 9. पुष्टि की तारीख _____
Date of Birth _____ Date of Confirmation _____
10. शैक्षणिक योग्यता _____ 11. वैयक्तिक फाईल से उद्धरण _____
Academic Qualification _____ Extracts from Personal File _____
12. वर्ष के दौरान 30 दिन से अधिक के लिए इयूटी से अनुपस्थित रहने की अवधि (अवकाश, प्रशिक्षण इत्यादि पर)
Period of Absence from Duty Exceeding 30 days during the year (on Leave, Training etc.)

भाग-II
रिपोर्ट लेखी एवं समीक्षा अधिकारियों द्वारा मूल्यांकन
PART- II
Assessment by the Reporting and Reviewing Officers

सौंपा गया कार्य :
 Work assigned :

		रिपोर्ट लेखी अधिकारी Reporting Authority	समीक्षा अधिकारी Reviewing Authority	समीक्षा अधिकारी के हस्ताक्षर Initial of Reviewing Authority
1.	नियमों, विनियमों और कार्य-विधि का ज्ञान Knowledge of rules, regulations and procedures			
2.	उत्तरदायित्व लेने की इच्छा Willingness to accept responsibility			
3.	पहल प्रवृत्ति और उपायकुशलता Initiative and resourcefulness			
4.	अवलम्बनीयता Dependability			
5.	आचरण और व्यवहार Conduct and behaviour			
6.	सहयोग Cooperation			
7.	लेखन क्षमता Writing ability			
8.	अभिव्यंजना शक्ति Power of expression			
9.	कार्य निपटान Work output			
10.	सत्यनिष्ठा Integrity (Please see Annex-A)			

PART- II Contd.

11. अन्य टिप्पणियां :

(कृपया उपर्युक्त के अलावा किसी अन्य पहलू के बारे में रिपोर्ट करें परन्तु उससे उसके सुकार्यों की और अच्छी प्रस्तुति में अथवा कार्य, अनुशासन, हाजिरी, इत्यादि सम्बन्धी अवांछनीय प्रवृत्तियों के सुधार में सहायता प्राप्त हो सकती हो ।)

Further Remarks :

(Please report on any aspect not covered above but which can help in better appreciation of good work done or in rectifying undesirable trends in matters of work, discipline, attendance, etc.)

समीक्षा अधिकारी के हस्ताक्षर
Signature of Reviewing Officer

पदनाम
Designation

मुहर लगाएं
(Affix Stamp)

तिथि
Date

रिपोर्ट लेखी अधिकारी के हस्ताक्षर
Signature of Reporting Officer

पदनाम
Designation

मुहर लगाएं
(Affix Stamp)

तिथि
Date

भाग III
PART III

1. रिपोर्टिंग अथवा समीक्षा अधिकारी द्वारा वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट की प्रतिलिपी कर्मचारी को देने की तिथि _____
Copy of Annual Performance Assessment Report given to official by Reporting/Reviewing Officer on _____.
2. रिपोर्टिंग अथवा समीक्षा अधिकारी द्वारा कर्मचारी का अभिवेदन प्राप्त होने की तिथि _____
Representation received from official by Reporting/Reviewing Officer on _____.
3. कर्मचारी के अभिवेदन पर किया गया निर्णय _____
Decision taken on representation of the employee _____

सक्षम अधिकारी के हस्ताक्षर
Signature of Competent Authority

भाग IV
PART IV
(TO BE FILED BY GROUP 'B' SUPERVISORY STAFF ONLY)

It is certified that _____ number of officials are reporting to me and their APARs for the current year have been written by me and submitted to the Reviewing Officer on _____ (date).

रिपोर्ट लेखी अधिकारी के हस्ताक्षर
Signature of Official with date & stamp

वर्ग 'ख' और 'ग' कर्मचारियों (दक्ष/ अर्ध-दक्ष/ तकनीकी पद) के लिए
For Group 'B' and 'C' Employees (Skilled / Semi-Skilled / Technical Post)

भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS

वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट – 31 मार्च 2018 को समाप्त वर्ष
ANNUAL PERFORMANCE ASSESSMENT REPORT- YEAR ENDING 31 MARCH 2018

भाग I / PART I

निजी जानकारी PERSONAL DATA

कर्मचारी सं. Employee No. _____	पदनाम Designation _____
1. नाम Name _____	2. विभाग / अनुभाग Deptt./Section _____
3. _____ से _____ तक की अवधि के लिए For the period from _____ to _____	
4. प्रवेश का वर्ष Date of Entry _____	5. वर्तमान विभाग / अनुभाग में नियुक्ति की तारीख Date of Posting to Present Deptt./Sec. _____
6. वर्तमान ग्रेड Present Grade _____	7. वर्तमान ग्रेड में नियुक्ति की तारीख Date of Appointment to Present Grade _____
8. जन्म तिथि Date of Birth _____	9. पुष्टि की तारीख Date of Confirmation _____
10. शैक्षणिक योग्यता Academic Qualification _____	11. वैयक्तिक फाईल से उद्धरण Extracts from Personal File _____
12. वर्ष के दौरान 30 दिन से अधिक के लिए इयूटी से अनुपस्थित रहने की अवधि (अवकाश, प्रशिक्षण इत्यादि पर) Period of Absence from Duty Exceeding 30 days during the year (on Leave, Training etc.)	

भाग-II
रिपोर्ट लेखी एवं समीक्षा अधिकारियों द्वारा मूल्यांकन
PART- II
Assessment by the Reporting and Reviewing Officers

सौंपा गया कार्य :
Work assigned :

		रिपोर्ट लेखी अधिकारी Reporting Authority	समीक्षा अधिकारी Reviewing Authority	समीक्षा अधिकारी के हस्ताक्षर Initial of Reviewing Authority
1.	व्यावसायिक ज्ञान और योग्यता Professional Knowledge and ability			
2.	नियमों, विनियमों और कार्य-विधि का ज्ञान Knowledge of rules, regulations and procedures			
3.	उत्तरदायित्व लेने की इच्छा Willingness to accept responsibility			
4.	संगठन योग्यता Organizational ability			
5.	पहल प्रवृत्ति और उपायकुशलता Initiative and resourcefulness			
6.	विचारों के प्रति ग्रहण शीलता Receptivity to ideas			
7.	अवलम्बनीयता Dependability			
8.	आचरण और व्यवहार Conduct and behaviour			
9.	सहयोग Cooperation			
10.	अभिव्यंजना शक्ति Power of expression			
11.	कार्य निपटान Work output			
12.	सत्यनिष्ठा Integrity (Please see Annex-A)			

PART- II Contd.

13. अन्य टिप्पणियां

(कृपया उपर्युक्त के अलावा किसी अन्य पहलू के बारे में रिपोर्ट करें परन्तु उससे उसके सुकार्यों की और अच्छी प्रस्तुति में अथवा कार्य, अनुशासन, हाजिरी, इत्यादि सम्बन्धी अवांछनीय प्रवृत्तियों के सुधार में सहायता प्राप्त हो सकती हो ।)

Further Remarks

(Please report on any aspect not covered above but which can help in better appreciation of good work done or in rectifying undesirable trends in matters of work, discipline, attendance, etc.)

समीक्षा अधिकारी के हस्ताक्षर
Signature of Reviewing Officer

पदनाम
Designation

मुहर लगाएं
(Affix Stamp)

तिथि
Date

रिपोर्ट लेखी अधिकारी के हस्ताक्षर
Signature of Reporting Officer

पदनाम
Designation

मुहर लगाएं
(Affix Stamp)

तिथि
Date

भाग-III
PART-III

1. रिपोर्टिंग अथवा समिक्षा अधिकारी द्वारा वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट की प्रतिलिपी कर्मचारी को देने की तिथि _____
Copy of Annual Performance Assessment Report given to official by Reporting/Reviewing Officer on _____.
2. रिपोर्टिंग अथवा समिक्षा अधिकारी द्वारा कर्मचारी का अभिवेदन प्राप्त होने की तिथि _____
Representation received from official by Reporting/Reviewing Officer on _____.
3. कर्मचारी के अभिवेदन पर किया गया निर्णय
Decision taken on representation of the employee _____

सक्षम अधिकारी के हस्ताक्षर
Signature of Competent Authority

भाग-IV
PART-IV
(TO BE FILED BY GROUP 'B' SUPERVISORY STAFF ONLY)

It is certified that _____ number of officials are reporting to me and their APARs for the current year have been written by me and submitted to the Reviewing Officer on _____ (date).

रिपोर्ट लेखी अधिकारी के हस्ताक्षर
Signature of Official with date & stamp

(अटन्डेंट, बेलदार, माली, फराश, मददगार, कॉफी-चाय बनाने वाला, बैरा एवं वॉश बॉय के लिए प्रारूप)
(Proforma for Attendant, Beldar, Mali, Farash, Helper, Coffee-cum-Tea Maker, Bearer & Wash Boy)

भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS

वार्षिक कार्यकारिता मूल्यांकन रिपोर्ट – 31 मार्च 2018 को समाप्त वर्ष
ANNUAL PERFORMANCE ASSESSMENT REPORT- YEAR ENDING 31 MARCH 2018

समूह 'घ' से 'ग' में अपग्रेड किये कर्मचारी UPGRADED FROM GROUP 'D' TO GROUP 'C' EMPLOYEE

1. कर्मचारी सं. : _____
EMPLOYEE NO.
2. नाम : _____
NAME
3. पदनाम : _____
DESIGNATION
4. विभाग / अनुभाग : _____
DEPARTMENT/SECTION
5. कार्य : SATISFACTORY / * UNSATISFACTORY
WORK
6. आचरण : SATISFACTORY / * UNSATISFACTORY
CONDUCT
7. अन्य टिप्पणियां : _____
ANY OTHER REMARKS

(* IF REPORT IS UNSATISFACTORY PLEASE FURNISH REASON)

Signature of Departmental Head
(AFFIX SEAL)

अनुबंध-क / Annex-A

GENERAL GUIDELINES

1. All the Reporting Officers are requested to fill up Part-II of APAR and submit the same directly to the respective Reviewing Officers. Reviewing Officer are requested to arrange to hand over the photocopy of the duly reviewed APAR to concerned official working under them with the directions that representations against the entries, if any, may be submitted within 15 days of such communication and make an entry in Part-IV of APAR. The original APARs and the representations of the officials, if any, along with the comments of the Reporting and Reviewing Authorities may be sent to Establishment Department, HQs so that final decision is taken by the Competent Authority within the prescribed time limit.

2. It is further informed that the following time scheduled has been fixed for submitting the APARs by the respective authorities for strict compliance:-

Sl No.	Action	Date by which to be completed
1.	Submission of self-appraisal to Reporting Officer by official to be reported upon	15th April 2018
2.	Submission of report by Reporting Officer to Reviewing Officer	22nd May 2018
3.	Report to be completed by Reviewing Officer and to be sent to Establishment Department	05th June 2018

3. It is also informed that the submission of APAR at every stage may please be informed to Establishment Department for records. In case of any doubt/discrepancy, Establishment Department may please be contacted.

4. While scrutinizing the APARs for earlier years, the following discrepancies/ difficulties have been observed:

- i) Some Reviewing Officers do not sign at the reviewing portion in Part II of the APARs;
- ii) The numerical figures have been filled instead of 'integrity' of the official in the column relating to "Integrity";
- iii) The numerical figures (1 to 10) have not been filled in the related columns by the Reporting/Reviewing Officer;
- iv) There is no remark/justification given in the APAR regarding the grading of '8-10' by the Reporting/Reviewing Officers;
- v) The APARs are being received without Signature/Official Stamp/Designation of Reporting/Reviewing Officers at the end of the report;
- vi) The last page (Part-III) of the APARs are being found left blank while entries must be filled by the Reporting/Reviewing Officer itself;
- vii) The Reporting/Reviewing Officers do not mention the period of gap including the reasons for which a report for that period has not been written;
- viii) APARs are being received in the wrong proforma of APARs especially for 'Senior Attendant' or 'Attendant'; and
- ix) Reviewing Officers are sending the APARs directly to the Establishment Department without providing the photocopies to the concerned officials working under them with the directions that representations on the grading/entries, if any, may be submitted to them within 15 days of such communications.

ORDERS/GUIDELINES ISSUED BY GOVT. OF INDIA

5. In view of the observations mentioned in GENERAL GUIDELINES para 4 above, Reporting and Reviewing Officers are requested to go through the following important Orders/Guidelines issued by Govt. of India while writing/reviewing the APARs:

i) **Periodicity of Writing of APARs:**

- a) The assessment of the performance of Government servant should cover a definite period over which it is possible to form a reasonably correct assessment. With this end in view, APARs are recorded for the period covered by the financial year.
- b) Normally there should be only one report covering the year. There may, however, be occasions where it becomes necessary to write more than one report during a year by different Reporting Officers, when the Reporting Officer or the officer reported upon, is transferred or deputed elsewhere for a period of more than three months, etc. In that event, the condition stipulated is that, the Reporting Officer has at least three months' experience on which he can base his report on the officer reported upon. When more than one report is written, each report should indicate precisely the period covered by it. If the period of observation happens to be less than three months, this fact only need be indicated in the report. At any rate, a report must be written invariably at the end of the year which must be done within one month.
- c) When a report does not cover an earlier period during the year, the Reporting Officer should mention at the top of the report the period of gap indicating the reasons for which report could not be written for the period.
- d) The annual report should be recorded within one month of the expiry of the report period. Any delay in this regard should be adversely commented upon. If there is delay in submission of self-appraisal by the officer reported upon, the Reporting Officer should give the report without self-appraisal making a suitable note.

ii) **Objectivity in confidential reports and assessment at more than one level** – In order to minimize the operation of the subjective human element and of conscious or unconscious bias, the confidential report of every employee should contain the assessments of more than one officer except in cases where there is only one supervisory level above the officer reported upon. The confidential report should be written by the immediate superior and should be submitted by the Reporting Officer to his own superior.

While it might be difficult for the higher officer to get to know a large number of employees two grades below him, his overall assessment of the character, performance and ability of the reported officer is vitally necessary as a built-in corrective. The judgment of the immediate superior even though completely fair in its intent might sometimes be too narrow and subjective to do justice to the officer reported upon. The officer superior to the Reporting Officer should, therefore, consider it his duty to personally know and form his own judgment of the work and conduct of the officer reported upon. He should accordingly exercise positive and independent judgment on the remarks of the Reporting Officer under the various detailed headings in the form of the report as well as on the general assessment, and express clearly his agreement or disagreement with those remarks. This is particularly necessary in regard to adverse remarks (if any) where the opinion of the higher officer shall be construed as the correct assessment.

The Reviewing Officer is free to make his remarks on points not even mentioned by the Reporting Officer. Such additional remarks would, in fact, be necessary where the report is too brief, vague or cryptic.

[C.S., O.M. No. 51/5/72-Ests.(A), dated the 20th May, 1972, Para. 7.]

- iii) **Transfer of Reporting and / or Reviewing Officer in the middle of the reporting year** - If an officer is transferred during the middle of the reporting year he/she should immediately write the APARs of his/her subordinates in respect of the year for the period up to the date of his transfer, provided that the period is at least six months, and the reports should be submitted to the reviewing authority who will retain them in his custody and record his remarks in the reviewing portions in the last of the reports for the year, taking into account the reports for the previous portions of the year also, submitted to him by the transferred officers, at the time of their transfer. If the reviewing authority is transferred not simultaneously with Reporting Officer, but after sometime, he will hand over such reports to his successor and the successor will review the reports if he happens to have three months' experience. Otherwise, the previous reviewing authority will review the reports at the end of the year. If, however, a reviewing authority retires while there is no change in the Reporting Officer and the subsequent reviewing authority does not have three months' experience of the work and conduct of the reportee, the reviewing portion will be left blank with a suitable note, recorded therein. This note can be recorded by the new reviewing authority who could not review the report because he did not have even three months' experience, or by the Reporting Officer himself.
[D.G. P.&T., Letter No. 27-3/79-Disc.1, dated the 11th September, 1981].
- iv) **When there is no Reporting Officer having the requisite experience** - A question has been raised as to the course of action to be adopted when, in case of an officer, there is no Reporting Officer having the requisite of three months or more during the period of report, as a result of which no Reporting Officer is in a position to initiate the report. It has been decided that where for a period of report there is no Reporting Officer with the requisite experience to initiate the report, the Reviewing Officer himself may initiate the report as a Reporting Officer, provided the Reviewing Officer has been the same for the entire period of report and he is in a position to fill in the columns to be filled in by the Reporting Officer. Where a report is thus initiated by the Reporting Officer, it will have to be reviewed by the officer above the Reviewing Officer.
[G.I. Dept. of Per. & Trg. O.M. No. 21011/8/85-Estt.`A' dated the 23rd September, 1985].
- v) **Report to be written within one month of the expiry of report period** - The annual report should be recorded within one month of the expiry of the report period and delay in this regard on the part of the Reporting Officer should be adversely commented upon; if the officer to be reported upon delays submission of self-appraisal, this should be adversely commented upon by the Reporting Officer.
[G.I., D.P.& A.R., O.M. No. 21011/1/77-Estt., dated 30th January, 1978].
- vi) **Reporting Officer can write CR of his subordinates within one month of his retirement** - When the Reporting Officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within a month of his retirement or demission of office. However, a reviewing authority cannot review the CR after his retirement.
[G.I., D.P.&A.R., O.M. No. 21011/1/77-Estt., dated 30th January, 1978].
- It has been decided to extend this provision to the Reviewing Authority also to enable him review the ACRs of his subordinates within one month of his retirement or demission of office.
[G.I., Dept. of Per. & Trg., O.M. No. 21011/1/93-Estt.(A), dated 14th January, 1993].
- vii) **Reports of retired and deceased officers** - Confidential reports relating to a deceased officer may be destroyed after a period of two years from the date of his death and that of a retired Government servant, five years after his date of retirement.
[C.S., O.M. No. 51/5/72-Ests.(A), dated the 20th May, 1972].

- viii) As per 7th CPC “Benchmark for Performance appraisal for promotion and financial upgradation under MACPS has been enhanced from ‘**GOOD**’ to ‘**VERY GOOD**’.
[DOPT O.M. No. 35034/3/2015-Estt.(D) dated the 27/28th Sep, 2016].
- ix) **Procedure for filling up the column relating to integrity** - Procedures for filling up the column relating to integrity are as follows:--
- (a) Supervisory officer 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 suspicion 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 utilized for filling in 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.
- (b) 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.
- (c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken with the due expedition.
- (d) If, as a result of the follow up action, an officer is exonerated, his integrity should be certified and any entry made in the Character Roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned.
- (e) 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 Department. 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 Government Servant 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.
- (f) There maybe 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.

6. It is further observed that column related to “**Integrity**” is not being filled up as per the instructions available on the issue. Therefore, the detailed instructions/guidelines as issued by Government of India are given in **Para 5(viii)** above and O.M. No.51/4/64-Estt(A) dated the 21st June 1965 regarding filling up the column relating to integrity is as under:

- i) If the officer’s integrity is **beyond doubt**, it may be stated,
- ii) If there is any **doubt or suspicion**, the column should be **left blank** and action taken as under:-
- a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not

possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form a definite judgment or that he had heard nothing against the officer, as the case may be.

b) If, as a result of the follow-up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

d) If as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

IMPORTANT – In cases where suspicion exists regarding the integrity of a subordinate officer reported upon, an entry in the integrity column can be made only after definite and distinct articles of charges have been framed.

7. As per Office Order No. BIS/DGO(361)/2014 dated 20th March, 2014, the Group A Officers i.e. DD(A&F) and AD(A&F) who are posted in ROs/BOs, the APAR of DD(A&F) will be written/reported by concerned DDGR and reviewed by DDGA & DDGF. Likewise, the APAR of AD(A&F) will be written/reported by concerned DD(A&F) and reviewed by concerned DDGR. Please refer Annexure-I and Annexure-II of the said Office Order.

8. Prior sending the APARs to Establishment Department, it is requested to all concerned that the above mentioned instructions/observations may be followed while writing the APARs.

9. It may please be noted that APAR is a crucial component to assess the performance in determining future career advancement of officials. Non availability of APAR may affect the promotional avenues/financial upgradation of the concerned official.

10. All are requested to strictly adhere to the time limits and guidelines as mentioned above.

**GUIDELINES REGARDING FILLING UP OF ANNUAL PERFORMANCE ASSESSMENT
REPORT WITH NUMERICAL GRADING**

- i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- ii) It is expected that any grading of **1** or **2** (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grade of **1-2** or **9-10** are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- iii) APARs graded between **8** and **10** will be rated as '**OUTSTANDING**' and will be given a score of **9** for the purpose of calculating average scores for empanelment/promotion.
- iv) APARs graded between **6** and short of **8** will be rated as '**VERY GOOD**' and will be given a score of **7**.
- v) APARs graded between **4** and **6** short of **6** will be rated as '**GOOD**' and given a score of **5**.
- vi) APARs graded below 4 will be given a score of **ZERO**.

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer, the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault/finding process but a developmental one. The Reporting Officer and the Reviewing Office should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention, he/she shall record a remark to that effect in Item 2 of Part-IV. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Average', 'Below Average', while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The targets set should clearly be known and understood by both the officers concerned.
7. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee's performance in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

अनुबंध-क / Annex-B

नमूना / Specimen

भाग-II / PART-II

**रिपोर्ट लेखी एवं समीक्षा अधिकारियों द्वारा मूल्यांकन
ASSESSMENT BY THE REPORTING AND REVIEWING OFFICERS**

सौंपा गया कार्य :
Work assigned :

		रिपोर्टिंग अधिकारी Reporting Authority	समीक्षा अधिकारी Reviewing Authority	समीक्षा अधिकारी के हस्ताक्षर Initial of Reviewing Authority
1.	नियमों, विनियमों और कार्य-विधि का ज्ञान Knowledge of rules, regulations and procedures	Only	Only	Initial of Reviewing Authority
2.	उत्तरदायित्व लेने की इच्छा Willingness to accept responsibility			
3.	पहल प्रवृत्ति और उपायकुशलता Initiative and resourcefulness			
4.	अवलम्बनीयता Dependability			
5.	आचरण और व्यवहार Conduct and behaviour			
6.	सहयोग Cooperation			
7.	लेखन क्षमता Writing ability			
8.	अभिव्यंजना शक्ति Power of expression			
9.	कार्य निपटान Work output			
10.	* सत्यनिष्ठा / Integrity i) Beyond Doubt / Doubtful Integrity; or ii) Left Blank;			

* कॉलम नं. 10 भरते हुए गृह मंत्रालय के जापन सं. 51/4/64 दिनांक 21.06.1965 में निहित निर्देशों को ध्यान में रखना चाहिये जोकि संलग्न अनुबंध-A के पेरा 6 में उल्लेखित है ।