

HUMAN RESOURCES DEVELOPMENT DEPARTMENT

Our Ref: HRD/APAR (2019-2020)

19.10.2020

Subject: Issues in submission/reporting/reviewing of Annual Performance Assessment Report (APAR) of Scientific Cadre officers of BIS for the period 2019-20 through HFMS-Reg.

1. Online Submission of Annual Performance Assessment Reports (APAR) of Scientific Cadre Officers of BIS for the period 2019-20 has been made active through the online module of HFMS and time schedule was also prescribed for recording and completion of APAR.
2. While reviewing the process of submission/reporting/reviewing of APARs and based on feedback received from officers, following issues were noticed:
 - a) It is observed that some of the officers reported upon when they submit their APARs have chosen their Reporting/Reviewing and/or Accepting Authorities erroneously.
 - b) Some officers have selected Reporting/Reviewing Authorities who do not have the minimum requisite period of three months for reporting/reviewing their APAR.
3. In view of above, all concerned are hereby informed to take necessary actions as follows:
 - i. Regarding 2a) above, all officers may view their APARs submitted by them in HFMS Module and erroneous entry of information including wrong entry of reporting/reviewing/accepting authorities may be immediately brought to the notice of HRD and ITSD.
 - ii. Regarding 2b) above, where some officers have selected Reporting/Reviewing Authorities who do not have the minimum requisite period of three months for reporting/reviewing APAR, in such cases, the Reporting/Reviewing authorities so selected may kindly “ **FORWARD** ” it to the next higher Authority.
4. The matter may kindly be treated as **Most Urgent**.

Deepak Kumar Aggarwal)
Head(HRD)

Circulated to: All concerned BIS Scientific Cadre Officers through BIS Intranet

Copy to: Head, ITSD – With a request to host this circular on BIS Intranet