

सं. / No. ADMR/CR/SO/Gr.A&B/92/ ११०  
प्रशासन / Administration of  
संघ प्रदेश दादरा एवं नगर हवेली / Dadra and Nagar Haveli, UT  
(कार्मिक और प्रशासनिक सुधार विभाग)  
(Department of Personnel & Administrative Reforms)

सचिवालय / Secretariat,  
सिलवासा / Silvassa.

तिथि / Date: ११/११/२०१४

**CIRCULAR**

**Subject: Timely preparation and proper maintenance of APARs.**

The performance of every Government servant is assessed annually (April-March) through his/her Annual Performance Assessment Report (earlier Annual Confidential Report), which is an important document providing the basic and vital inputs for assessing the performance of the Government servant and for assessing suitability for further advancement in his/her career on occasions like confirmation, promotion, selection for deputation, selection for foreign assignment etc. Performance appraisal is a tool for human resource development in order to enable a Government servant realize his true potential.

2. The various processes in regard to completion of the APAR and its final taking on record from the reporting year 2008-09 are given below:-

(i) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.

(ii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.

(iii) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

(iv) The competent authority may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.

(v) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

3. From the reporting year 2009-10 onwards, the filling up of the APAR will be governed by the following guidelines:-

(i) There shall be a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.

(ii) The APAR will have a provision in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefore.

(iii) Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in **Annexure-I** shall be kept in mind while awarding numerical grading.

#### **4. TIMELY COMPLETION OF APAR**

(i) It is essential that APAR they are completed within a time-frame so that up-to date Annual Performance Assessment Reports are available at any given time. With this end in view, a time-schedule has been prescribed; and the same is annexed as **Annexure II**. After the expiry of the first week of the time-schedule, if the self-appraisal is not received by that time, Reporting Officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit his self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

(ii) As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of APARs for the relevant period, the matter of timely completion of APARs was further reviewed and it has now been provided that in case the APAR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31st August of

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the year in which the financial year ended.

The Section entrusted with maintaining the APARs shall, while forwarding the APARs for self-appraisal with copy to the Reporting/Reviewing Officers also annex the schedule of dates. It shall also bring to the notice of the concerned Secretary of the Department, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed APARs who have failed to initiate/review the APARs even by 30th June or 31st August as the case may be. The concerned Secretary of the Department may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.

(iii) In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the APAR due to the concerned officer forfeiting his right to make any entry as per the provision in para 4(ii) above, a certificate to this effect shall be added in his APAR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the APAR format with the self-appraisal given by the officer to be reported upon will be placed in his APAR dossier.

(iv) The instructions in para (ii) & (iii) above shall be applicable for the APARs for the reporting period 2008-09 onwards.

(v) Wherever there is any gap in the APAR during a particular reporting period, it is the responsibility of the officer in-charge for maintaining the APAR to place a no report certificate indicating the reasons, e.g. the officer has not worked for minimum 3 months under a reporting officer; he was on leave/training during the period; he was on unauthorised absence if it is a fact; the APAR could not be completed by lapse of the time limit for making remarks by the retired reporting/reviewing officer etc.

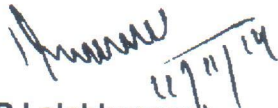
5. All the Head of Offices / Reporting Officers are requested to take immediate action to update the ACRs / APARs of all the employees working under them and compliance may be reported to the Personnel Department.

**Without Reporting / Reviewing of the ACRs, no officers will be relieved from this UT Administration on account of their transfer.**

All Reviewing Officers are also requested to take immediate action to review on receipt of the duly reported ACRs / APARs and complete the review within the prescribed time schedule.

**The Annual Confidential Reports duly completed in all respects in respect of common cadre posts such as LDC / UDC / Assistant / Superintendent / Stenographer (English) Grade-I / Stenographer (English) Grade-II / Stenographer (English) Grade-III / Drivers may be forwarded to Personnel Department for maintenance and rest may be retained by the concerned Office / Department. (For Accounts cadre, the ACR/APAR shall be forwarded to the Director of Accounts. The Heads of Office shall scrutinize the ACRs/ APARs for communication of adverse entry, if any, within the time limit and take necessary action as per rules / instructions issued by Government of India.**

6. All Heads of Office, DD & DNH are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of APARs for the period from 2008-09 onwards and advise them to follow the instructions scrupulously.

  
(P.Lalchhuanga)  
Special Secretary (Personnel)

To  
All Heads of Office, DNH, Silvassa.

Copy to:

1. All Secretaries in the UT of Dadra & Nagar Haveli.
2. The P.S. to the Development Commissioner, Secretariat, Silvassa.
3. The Deputy Secretary (Personnel), Daman & Diu, to circulate to all Head of Office in Daman and Diu.

## ANNEXURE-I

### **GUIDELINES REGARDING FILLING UP OF APAR 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. Grades 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.

Annexure-II

**Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)**

S.No	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15th April.
3.	Submission of report by reporting officer to reviewing officer	30th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided	31st July
5.	Appraisal by accepting authority, wherever provided	31st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer reported upon where there is accepting authority	01st September  15th September
7.	7. Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR	21st September

	(b) where there is accepting authority for APAR	06th October
9.	Disposal of representation by the competent authority	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	15th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30th November