

No.1/13/89/GA/Vol.I/PART/295
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman - 396 220

Dated : 20 / 04 / 2012

C I R C U L A R

Sub : Preparation & Maintenance of Annual Performance Appraisal Report (APAR)

Attention of all Heads of Offices is drawn towards this Department's Circular No.1/13/89/GA/Vol.I/PART/2934 dated 22-11-2011 vide which instructions on preparation and maintenance of APAR were circulated.

It is further brought to the notice of all Heads of Offices that DoPT vide OM No. 210/11/1/2005-Estt(A) (Pt.II) dated 14-05-2009 has prescribed the procedure for disclosure of APAR to concerned official. The point No.ii, iii & iv of the above said OM is reproduced below :

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

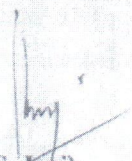
communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

The entire exercise of completion of APAR's shall have to be carried out by concerned Heads of Offices including disclosure of APAR's as per the time schedule enclosed herewith. A certificate regarding disclosure of APAR to concerned employee may be kept with each APAR in format enclosed herewith as Annexure-I.

The APAR's of common cadre staff sent to Department of Personnel & Administrative Reforms, Daman for record and custody shall carry a certificate regarding disclosure of APAR to the concerned official by the Heads of Office; in Annexure-I without fail.

This issues with the approval of the Competent Authority.

Encl : As above


(P.S. Jani)
Joint Secretary (Pers.)

To,
All Heads of Offices,
Daman

Copy to :

1. The Deputy Collector, Diu with a request to circulate the same to all the Heads of Offices in Diu District.
2. The DIO, NIC, Daman for uploading in the website.
3. The Deputy Secretary (Personnel), Secretariat, DNH, Silvassa for information and necessary action.

**CERTIFICATE FOR DISCLOSURE OF PERFORMANCE APPRAISAL
REPORT**

1. Name of the Officer / Official reported upon :
2. Year / Period of Assessment :
3. Date of disclosure of PAR to the officer reported upon :
4. Whether comments received from the Officer / Official reported upon :
5. If yes, date of disclosure to the officer reported upon after consideration of his comments :
6. Whether the officer has made representation to the Competent Authority :
7. If yes, the date of communication of final report after consideration by the Competent Authority.

Signature of the Head of Office

Date :

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) | 31 st 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). | 15 th April. |
| 3. | Submission of report by reporting officer to reviewing officer | 30 th June |
| 4. | Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided. | 31 st July |
| 5. | Appraisal by accepting authority, wherever provided | 31 st August |
| 6. | (a) Disclosure to the officer reported upon where there is no accepting authority | 01 st September |
| | (b) Disclosure to the officer reported upon where there is accepting authority | 15 th September |
| 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 | 21 st September |
| | (a) where there is accepting authority for APAR | 06 th 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 | 15 th November |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record | 30 th November |