



Tele: 23014595

BY HAND/BY REGD

No. A/48052/AI/2018-19/CAO/APAR Cell

23 Jul 2019

MINISTRY OF DEFENCE
Office of the JS & CAO

INSTRUCTION ON RENDITION OF ANNUAL PERFORMANCE ASSESSMENT
REPORT (APAR)

With the approval of Competent Authority, an annual instruction on rendition of APAR in respect of civilian officers and staff of AFHQ and inter-service organisations has been issued by this office.

2. A copy of annual instruction on rendition of APAR is enclosed herewith. EDP Cell is requested to upload the same on CAO's website at the earliest.

(Deepankar Basu)
AO/APAR (P-1) Cell

AO/EDP Cell

Encl : As stated

MINISTRY OF DEFENCE
Office of the JS & CAO

INSTRUCTION ON RENDITION OF ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) IN RESPECT OF CIVILIAN OFFICERS AND STAFF OF AFHQ AND INTER-SERVICE ORGANISATIONS

Introduction

1. An Annual Performance Assessment Report (APAR) provides the basic and vital inputs for assessing the performance of an officer (Ratee) and their advancement in their career and also for judging their **fitness for promotion, confirmation, grant of MACP** etc.

Periodicity

2. The APAR year coincides with the financial year, i.e. 01 Apr of any year to 31 Mar of the succeeding year. Normally, only one APAR is required to be raised covering the complete reporting year. However, there may be occasions, like transfer of the Ratee or Reporting Officer/Reviewing Officer during the course of any APAR year, when more than one APAR may have to be written. It is, however, mandatory that Reporting Officer as well as the Reviewing Officer should have observed the Ratee's performance for **at least three months' (90 days)** during the course of the relevant reporting year. **The period of three months, however, includes closed days, short spells of leave of less than 15 days duration availed by the Ratee. In case, the period of APAR report is more than 90 days, but the Ratee has not served under any Officer for a minimum period of 03 months (90 days), a No Report Certificate may be raised** in lieu of the APAR for that period.

3. Any shortcomings of a Ratee Officer should be brought to his/her notice **in writing** and he/she should be given adequate opportunity to improve upon by appropriate counselling/training during the course of the reporting year **before any adverse remarks/below benchmark numerical gradings are recorded** in his/her APAR at the end of the year. The Reporting/Reviewing Officer should refrain from recording adverse remarks that cannot be substantiated by documentary proof, as it leads to unwanted legal consequences and are also viewed seriously by the Courts.

4. Blank APAR forms for the period 2018-19 in respect of Civilian Officers and Staff will be issued by the concerned Admin Sections. Schedule for completion of APARs is mentioned in **Annexure III** of the **blank APAR** form.

Important points to be kept in view while raising APARs

5. The following important points may be kept in view while raising the APARs to avoid infructuous correspondence on the subject:-

(a) The name and designation of the Ratee Officer should be clearly written on top right hand corner of each page of the APAR form.

(b) All APARs should be written by the Reporting/Reviewing authorities concerned and under normal circumstances, **there should not be any deviation from the already existing laid down Channel of Reporting.**

(c) **The Reporting Officer should not delay the initiation of APAR for want of the self-appraisal from the Ratee Officer.** In case the Ratee does not submit the APAR form along **with the self-appraisal by due date,** the Reporting Officer should remind the Ratee in writing to submit the self-appraisal by a stipulated date. It should also be made clear in the reminder that if the Ratee fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. **While endorsing the APAR, the Reporting Officer may point out the failure of the officer reported upon in submitting the self-appraisal within the stipulated time.**

(d) **No APAR should be initiated and reviewed by the same officer/officers of the same rank and designation.**

(e) When there is no Reporting Officer having the requisite experience of **at least 3 months (90 days),** the Reviewing Officer himself may initiate the report **provided he/she has seen the work & conduct of the Ratee for at least three months.** The report thus initiated will have to be reviewed by the officer immediately superior to the Reviewing Officer.

(f) If the Reporting Officer is transferred in the middle of the reporting year, he/she should immediately write the APARs of his/her subordinates provided that the period is at least six months. The Reviewing Officer will retain the report in his/her custody and record his/her remarks in the reviewing portion at the end of the reporting year taking into account the part report recorded earlier by the transferred officer. If the Reviewing Authority is transferred not simultaneously with Reporting Officer, but after some time, he/she will hand over such reports to his/her successor and the successor will review the reports if he/she 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 Officer 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 ratee, 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/she did not have minimum three months' experience, or by the Reporting Officer himself/herself.

(g) In Sl Nos. 3, 4 and 5 of Part-III, numerical gradings on a scale of 1 to 10 are to be awarded against the attributes. Numerical grading based on the weighted mean of the points is to be awarded as Overall Grading at Sl Nos. 3, 4 and 5. Similarly, at Sl Nos. 12 and 13 of Part-III, numerical gradings are to be awarded, in the boxes provided along with the Pen-Picture by the Reporting and the Reviewing officer.

(h) **All columns of the APAR should be filled up as per the instructions, which are also given in the APAR form.** Guidelines regarding filling up of APAR with numerical grading are contained in **Annexure - I** of the APAR form. It is observed that while writing the APARs the practice of affixing strips of papers typed, cut to size and pasted in the appropriate columns of the APAR are being adopted by some of the officers reported upon, reporting authorities, reviewing authorities and accepting/endorsing authorities without due self-attestation. As such an act is liable to tampering and misuse, it should not be resorted to under any circumstances. Further, any overwriting or correction in the APAR should be supported with self-attestation.

(i) Reporting Officer must ensure that the Ratee Officer has duly filled up the specified space in the Part-II indicating submission of Annual Property Return. Case for Vigilance Clearance will not be processed without this input.

(j) The APARs are required to be raised even for officers who have retired/resigned from service or have expired after 30 Jun of the APAR period thus completing the mandatory 90 days service for raising the APAR. In cases where the Ratee has not submitted the APAR form duly completed, the APARs may be raised by the **Reporting Officer without the self-appraisal stating the reasons for the same.**

(k) **The APAR of a PPS /PS is required to be initiated by the Senior Officer with whom he/she is attached and responsibility of writing an APAR cannot be delegated.**

(l) No modification/expunction of any remark made in an APAR will be allowed after the duly completed APAR is received by this Office. Therefore, under no circumstances an APAR would be made available to the Reporting Officer/Reviewing Officer once it has been received in this office. **Expunction/modification of remarks, if any, can be done only by the Competent Authority, i.e. Officer immediately superior to the Reviewing Officer. (Officer immediately superior to the Reporting Officer in case of Ratee belonging to AFHQ Stenographer Service)** after considering a representation received from the Ratee Officer concerned.

(m) To safeguard the confidentiality of the document, the Reviewing Officer must ensure that the APARs are dispatched to the correct addressee in CAO's office after being duly sealed and marked confidential. The list of officers to whom the completed APARs are to be forwarded is indicated in the APAR forms. Please note that **APARs should NOT be dispatched to admin/coord sections under any circumstances.** However, a copy of the forwarding note may be marked to the Branch Coord (in case of civilian officials serving in Army HQ), PC Dte/Air HQ (in case of civilian officials serving in Air HQ) or DOA (Civ)/NHQ (in case of civilian officials serving in NHQ) to enable them to monitor raising of the APARs in time.

INTRODUCTION OF APAR AND ASSESSMENT REPORT IN RESPECT OF MTS AND MTS (RECEPTION)

6. APAR in respect of MTS and MTS (Reception) has been introduced from the financial year 2017-18 which inter alia means that the policy is applicable to all those whose assessment becomes due on or after 01.04.2017 i.e assessment of the preceding year. The period of Assessment Report would be applicable to those MTS and MTS (Reception) who have joined in AFHQ from 01.04.2017 onwards only. All the prior cases would be settled by the existing procedure i.e Removal from Probation on the basis of Suitability Certificate.

7. Timely submission of APARs

(a) Duly completed APAR may be submitted by the Reporting Officer to the Reviewing Officer **latest by 30 June** of the reporting period. All Group 'A' officers must write, review APARs in respect of officers /personnel working under him/her within the stipulated date and give a certificate to this effect in the self-appraisal column of their APARs.

(b) Reviewing Officer is also requested to complete the review of the APARs as per the schedule i.e. **31st July** of the reporting year.

(c) No remarks may be recorded in the APAR after 31st December of the year i.e for APAR for the year 2018-19 no remarks may be recorded after 31st December 2019 either by the Ratee, the Reporting Officer or the Reviewing Officer.

(d) In case of incomplete APARs where the Reporting and reviewing Officer fail to record their remarks by the due date, the officer (ratee) will be recorded on the basis of overall record and self assessment for the year, if, he/she has submitted his/her self assessment in time.

