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MINISTRY OF DEFENCE
(Office of the JS (Trg) &CAO)

SUBJECT: RENDITION OF ANNUAL PERFORMANCE APPRAISAL REPORTS (APAR) IN RESPECT OF CIVILIAN OFFICERS AND STAFF OF AFHQ AND INTER-SERVICE ORGANISATIONS FOR THE PERIOD 01-04-2014 TO 31-03-2015

Introduction

1. An Annual Performance Appraisal 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 next 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/Reporting Officer. In case, the period of service is more than 90 days, but the Ratee has not served under any Officer for a minimum period of 03 months (90 days), a Non-Initiation 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 should be given adequate opportunity to improve upon them by appropriate counseling/training during the course of the reporting year **before any adverse remarks/poor 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 2014-15 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) 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 reporting channel**.

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

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

(d) **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 take it upon himself/herself to remind the Ratee in writing, asking him/her 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 can also point out the failure of the officer reported upon to submit his/her self-appraisal within the stipulated time.**

(e) From the reporting year 2009-10, the earlier practice of entering descriptive remarks in the areas of **Work Output** (Para-3), **Personal Attributes** (Para-4) and **Functional Competency** (Para-5) of a Ratee has been discontinued. Henceforth, numerical gradings on a scale of 1 to 10 will be awarded against these attributes. Similarly, the practice of giving an overall grading i.e. **Outstanding/Very Good/Good/ Average/Below Average** has also been discontinued and instead, a numerical grading based on the weighted mean of the points awarded to the ratee at Para 3, 4 and 5 is to be entered in the boxes provided with the Pen Picture, by the Reporting and the Reviewing Officer.

(f) 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 **blank 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,