

GUIDELINES REGARDING FILLING UP OF APAR

- i) The APAR is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- ii) The APAR is to be written within the prescribed time frame which is detailed below. The right to write the APAR will lapse after that time frame.**
- iii) If any APAR, duly completed in all respects, of the previous financial year is not received in the concerned Office up to 31st December of the next financial year or received thereafter, that APAR will not be kept in the APAR Dossier of the concerned officer and the period of such missing APARs will be treated as NO APAR YEAR for that officer.**
- iv) Performance appraisal through APAR should be used as a tool for human resource development. Reporting Officer should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but the developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
- v) Numerical gradings are to be awarded by reporting and reviewing authorities 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,
- vi) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) should be supported with adequate justification in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 should be supported with sufficient justification in respect of 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 official against a larger population of his/her peers that may be currently working under them.

vii. 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.

viii. **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.**

APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.

APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.

APARs graded below 4 will be given a score of “Zero”

ix. For grant of financial up gradation under the MACP Scheme the prescribed Benchmark shall be **Very Good** for all levels as per O.M.No.35034/3/2015-Estt.(D) dated 22.10.2019.

x. All columns in the APAR should be filled-in without exception. If any of the columns are left unfilled for no reason, APAR would be incomplete and liable to be returned.

xi. **Integrity:** It is noticed in a number of APARs that the column relating to integrity is left unfilled. The following procedure should be followed in filling up the column relating to Integrity:

1. If the Official's integrity is beyond doubt, it may be so stated.
2. If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Assessment Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - b) If, as a result of the follow up action, the doubt or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Assessment Report.
 - c) If the doubts or suspicions are confirmed the fact should also be recorded and

duly communicated to the officer concerned.

- d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.
- xii. Assessment should be confined to the appraiser's performance during the period of report only.
- xiii. The Reporting Officer should avoid cryptic, vague or non-committal remarks.
- xiv. No column should be left blank. Also it is not correct to give abstract comments commonly by bracketing two columns. Each column has been designed for the Reporting Officer to give his comments on each aspect separately.
- xv. The Reporting / Reviewing Officer should not give contradictory gradings in the APAR. For eg. When the Reporting / Reviewing Officer has chosen to award a good [above 5] overall grading, then he / she should not choose to tick "not fit for promotion" without reasons reduced in writing in the APAR. Similarly when the overall grading is adverse, "Fit for promotion" would be inconsistent with the grading awarded in the body of the APAR.

Time schedule for filling up of APAR:

After the expiry of the first week of the time-schedule (15th April), 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 AFAR 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.

The controlling officer has been directed to call for explanation of the concerned officers for not having perform the public duty of not writing the APAR within due date and his absence of justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.
