

MINISTRY OF DEFENCE
HQ DGQA/APAR CELL

RENDITION OF APARs FOR THE YEAR 2021-2022

1. Please refer to following:-

- (i) DoP&T OM No. 22/09/2022-CSI (APAR) dated 16 Mar 2022. (Copy enclosed)
- (ii) Time schedule for preparation /completion of APAR as per DoP&T OM No 21011/1/2005-Estt (A)(Pt -II) dated 23 July 2009 (Copy enclosed)

2. It has been observed that a number of e-APARs for year 2021-22 are pending in the respective inboxes of many officers for further processing. Keeping the APARs un-actioned without any specific reason by any officer of channel of reporting causes the delayed progression of APARs due to which the final completion of entire process suffers adversely in respect of complying with the time line as prescribed by the DoP&T in this regard. This has been viewed seriously by the DG, DGQA.

3. In view of above, all Tech Directorates are requested to ensure completion of APARs for 2021-22 in respect of all Officers and Staff under their respective jurisdiction, within prescribed time frame. The time-line for processing of APARs for the year 2021-22, as promulgated vide DoP&T OM referred above, is also attached herewith. All the ADGs are requested to issue necessary directives to all concerned for timely completion of entire APAR process.



(Vikas Sharma)
Offg DDG (Adm)

Encls: as above

HQ DQA (A), N. Delhi

HQ DQA (S), N. Delhi

HQ, MASQAA, Hyderabad

HQ DQA (V), N. Delhi

HQ DQA (EE), N. Delhi

HQ, SSQAG, Hyderabad

HQ DQA (CV), Avadi

HQ DQA (R&S), Secunderabad

HQ DQA (CV) Cell, N. Delhi

HQ DQA (M&E), Ichapur

HQ DQA (N), N. Delhi

HQ DQA (R&S) Cell, N. Delhi

HQ DQA (WP), N. Delhi

HQ DQA (L), N. Delhi

HQ DQA (M&E) Cell, N. Delhi

HQ DQA (PP&T), N. Delhi

DIQA, Bangalore

HQ Dte of Stdn, New Delhi

Copy to:

- (i) TS to DGQA
 - (ii) PPS to Spl DGQA
 - (iii) PS to ADG (Adm)
 - (iv) SDCC: with a request to upload this note on DGQA Website for wide publicity please.
- } for kind information please.

No.22/09/2022 - CS.I (APAR)

Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

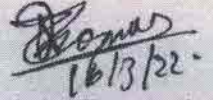
2nd Floor, A- Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-3,
Date: 16th March, 2022.

OFFICE MEMORANDUM

Sub:- Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2021-22 in respect of Group 'A' and Group 'B' officers - reg.

The undersigned is directed to refer to Do&PT's OM No. 22011/1/2005 - Estt. (A) (Pt. II) dated 23rd July, 2009 (copy enclosed) and other relevant circulars wherein instructions regarding timely preparation and recording of the APARs are mentioned.. All Ministries/ Departments participating in CSS cadre are, therefore, requested to strictly follow the timelines for recording the online APARs i.r.o. Group 'A' and Group 'B' officers on SPARROW portal as prescribed vide Do&PT's OM under reference.

2. Further all Nodal officers for SPARROW of all the cadre units of CSS may take required urgent action for generation of APAR forms in a timely manner so that the APAR exercise for the reporting year 2021-22 can be initiated in a timely manner


16/3/22

(Zachariah Thomas)

Under Secretary to the Govt. of India

To: All Ministries /Departments through DoPT website

Copy for information to: NIC SPARROW (Helpdesk)

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi,
23rd July, 2009

OFFICE MEMORANDUM

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-

- (i) All cadre authorities shall include 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 strength 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) A provision may be made in the APAR 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 therefor.
- (iii) Numerical gradings 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 gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned

v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.


(C.A. Subramanian)
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T

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 (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 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 (a) where there is accepting authority for APAR	21 st September 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