

No. 16/01/2017-Adm.I(CEA)
Government of India
Central Electricity Authority
Adm.I Section

Dated 16th March, 2017

CIRCULAR

Subject : APAR for the year 2016-17 – Regarding.

The undersigned is directed to enclose herewith copies of Annual Performance Assessment Report (APAR) forms for the year 2016-17 in respect of all officers and members of staff (as per list attached) of your Division/Office/Unit. These APAR forms may be handed over to the concerned officers/members of staff for completion of self-appraisal portion and submission to the concerned Reporting Officers and Reviewing Officers. In case, forms in respect of any person who had worked in your Division/Unit/Section during the year 2016-17 for **3 months or more** has not been received, it may also be downloaded from the website of CEA (cea.nic.in). Any change in the period of report, corrections/alterations etc. in Part-I may be carried out under your signature and an intimation to this effect may be made to APAR Section, with necessary details. In case a person has been transferred from your Division, his/her APAR form may be forwarded to the Head of concerned Division under intimation to APAR Section, CEA.

2 It is also brought to your notice that in case the Reportee Officer *fails to submit the APAR form after completion of self-appraisal*, the Reporting Officer after the expiry of the first week i.e., April 7th, the officer may be reminded and if not submitted in prescribed period, the reporting officer may initiate the report himself by obtaining a blank form from the APAR Section. Such initiation of the report by the Reporting Officer may be preceded by a communication to the defaulting Reportee Officer to submit his/her APAR form after completion of the Self appraisal portion within a reasonable time, say two to three days. While doing so, the Reporting Officer can also point out the failure of the officer reported upon to submit his/her self appraisal within the stipulated time.

3. As per DOPT O.M. No. 21011/02/2009-Estt.(A) dated 16.2.2009 in case the APAR is not initiated by the Reporting Officer for any reason by **30th June** of the year, he shall forfeit his right to enter any remarks in the APAR. Further, the Reporting Officer is required to submit all such pending APAR forms held by him to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer also forfeits his right to enter any remarks in the APAR beyond **31st August** of the year. Any lapse on the part of the Reporting/Reviewing Officer(s) for not having performed the public duty of completion of APARs within the above time period can invite placing a written warning in the APAR folder of the defaulting officer concerned.

4. As per DOPT O.M. No. 21011/16/2014-Estt.(A) dated 15.12.2014, it has come to the notice that of late, while writing the APARs, the practice of affixing strips of papers typed, cut to size and pasted in the appropriate columns of the APAR is 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, the instructions of DOPT contained in its O.M. No. 21011/27/2015-Estt.(A-II) dated 11.02.2016 may be kept in view while filling up of the Integrity Column of the APAR.

5. It is also requested that the names of the Reporting and Reviewing Authorities in respect of each of the official/officer working in your Division/Unit/Section may be furnished to APAR Section for record.

6. Further, the objective in writing the APARs is still wanting in some cases in spite of issuing various Government instructions on the subject from time to time. Therefore, all the Divisional Heads are requested to take adequate measures to ensure that the APARs being written in the Division reflect the true profile of the officer reported upon.


7. Your personal attention and cooperation is solicited to enable timely completion of APARs and thereby paving the way for timely processing of promotion, confirmation and selection cases.

8. A copy of the *Time Schedule* for preparation/completion of APAR is enclosed for information/compliance. With a view to monitor the progress of completion of the APAR, DOPT has devised a format (attached with each APAR form) for compliance by Reportee/Reporting/Reviewing Officers. You may kindly ensure that the relevant information in the format is invariably furnished to the APAR Section, so that the details could be got entered in the data base of APAR Section, CEA to facilitate monitoring of completion of APARs.

With regards,

Encl : as above.

Yours sincerely,



16/12/17

(Prakash Ekka)

Under Secretary (P)

No. 21011/02/2009-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 16th February, 2009

OFFICE MEMORANDUM

Subject:- Timely preparation and proper maintenance of ACRs.

The undersigned is directed to say that this Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt.(A) dated 23.9.1985. The writing of ACR is a public trust and responsibility. All Ministries/Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M. dated 23.9.1985 are followed to ensure that ACRs are completed in time.

2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid O.M. dated 23.9.1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organization in the case of attached and subordinate offices, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30th June or 31st August as the case may be. The Secretary in the Department/Head of the organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

Contd.2/-

3. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries/Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organisation in the case of attached/subordinate offices and the Joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

5. Hindi version will follow.


(C.A. Subramanian)
Director

To
All Ministries/Departments of Govt. of India

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi
- 2) Union Public Service Commission
- 3) Central Vigilance Commission, New Delhi
- 4) Central Bureau of Investigation, New Delhi
- 5) Lok Sabha/Rajya Sabha Secretariat
- 6) All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
- 7) All officers and sections in the Ministry of Personnel, PG and Pension
- 8) NIC (DoP&T) for placing this Office Memorandum on the web-site of DoP&T
- 9) Hindi Section for Hindi version of the O.M.

TIME SCHEDULE FOR PREPARATION OF CONFIDENTIAL REPORTS

S.No.	Nature of Action	Date by which to be completed
1.	Distribution of blank CR 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 <ul style="list-style-type: none">- Where self-appraisal by officer reported upon is prescribed.- Where self-appraisal by officer reported upon is not prescribed.- Where officer reported upon is himself a reporting officer for subordinates under him.	7 th May. 21 st April. 22 nd May.
4.	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell.	<ul style="list-style-type: none">• 23rd May where the due date for the reporting officer is 7th May.• 7th May where the due date for the reporting officer is 21st April.• 5th June where the due date for the reporting officer is 22nd May

Important notice:

- (i) The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
- (ii) Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.