



PBC No: 61 / 2022

RBE No: --

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 184/P/Vol.XI

दिनांक/Dated: 06.04.2022

All concerned

विषय /Sub: Timeline for recording of APAR for the reporting year 2021-22 onwards – reg.

A copy of Railway Board's letter No. 2017/SCC/03/06 dated 24.03.2022 alongwith a copy of Office Memorandum No. 22/09/2022-CS.I(APAR) dated 16-03-2022 issued by the Department of Personnel and Training on the above subject is enclosed for information, guidance and necessary action.

Encl. 8 pages

Digitally signed by M SENTHIL
KUMAR
Date: 2022.04.06 16:50:54 +05'30'

उप मुख्य कार्मिक अधिकारी / समन्वय
Deputy Chief Personnel Officer/ Co-ord

Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

Government of India
Ministry of Railways
(Railway Board)

No. 2017/SCC/03/06

New Delhi, Dated 24.03.2022

To
General Managers
Zonal Railways, PUs
DG/RD&O, DG/M&M
Director/CTIs
MDs/CMOs of PSUs etc

Sub: Timeline for recording of APAR for the reporting year 2021-22 onwards - reg

Ref: (i) Board's letter of even number dated 15.03.21.
(ii) Board's letter No. 2019/SCC/03/06 dated 06.09.19.
(iii) DoP&T's OM no. 22/03/2021-CS.I/APAR dated 16.03.21.

Attention is invited to Board's letters mentioned above stipulating therein the procedure for online representation and schedule for completion of APARs.

2. It has been decided that the timeline for completion of APAR from the reporting year 2021-22 and onwards may be followed as mentioned below:

S. No.	Activity	Date by which activity to be completed by
1.	Distribution of blank forms/online generation of APAR	25 th May
2.	Submission of Self-appraisal to reporting officer	Within one month or 15 th June whichever is earlier
3.	Forwarding of report by reporting officer to reviewing officer	05 th July
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority	25 th July
5.	Appraisal by Accepting Authority	15 th August
6.	Communication of APAR to the officer reported upon	31 st August
7.	Submission of representation if any on APAR, from the date of communication of APAR	Within 25 days from the date of communication or 15 th September whichever is earlier
8.	Forwarding of representation to the Reporting Authority for comments by the Custodian	30 th September
9.	Forwarding of comments by Reporting Authority to Reviewing Authority	15 th October
10.	Forwarding of comments by Reviewing Authority to Accepting Authority	31 st October
11.	Forwarding of comments by Accepting Authority to Competent Authority	15 th November
12.	Decision of Competent Authority on representation	25 th December
13.	End of entire process	31 st December

3. Railway/PUs, CTIs, PSUs etc. are requested to give wide publicity about the system of online filing/writing APAR, representation if any through SPARROW as per scheduled time line. It may be noted that the calendar for filing APAR will be strictly adhered to from the year 2021-22 onwards. Any delays in this regard will be detrimental to career progression of the officers.

4. Necessary action may be taken accordingly.


(Nevin Kumar)
Joint Secretary (Conc)
Room No.219
0012-23384320

Copy to:

Adviser/MR, ED&G/MR, OSD/MR, OSD/Coord/MR, Additional PS/MR, APS/M&RD, PS/M&RD, Chairman & CEO, Member (Infra), Member (TR), Member (O&B), Member (Finance), DG/R&S, DG/MP, all Officers of Railway Board.

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 grading 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

Annexure-I

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) 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.
- (iii) 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.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

Annexure II**Assessment of work output (weightage to this Section would be 40%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on personal attributes			

Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly. ii) Strategic planning ability iii) Decision making ability iv) Coordination ability v) Ability to motivate and develop subordinates Overall Grading on functional competency			

Annexure-III

**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