

Annual Performance Appraisal Report (APAR)

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What is APAR?

- An annual objective assessment of
- An officer
 - Self-appraisal or Self-assessment
- By the senior officers
 - Reporting officer*
 - Reviewing officer*
 - Accepting authority*
- must have supervised for 3 months
- Format

Purpose

1. Clearing probation
2. Confirmation
3. Promotion
4. Selection:
 1. Central Staffing Scheme
 2. Deputation
5. Sensitive posting
6. Review under Fundamental Rule 56(j)
(premature retirement)

Apppplicability

- For all category of officers:
 - Group A
 - Group B
 - Group C
- Officers engaged on contract basis

Procedure (01.04.2009)

1. Complete APAR to be communicated to the officer reported upon [by APAR maintaining Section]
2. Reporting officer may represent against entries within 15 days from date of receipt of copy of APAR
3. Representation restricted to specific factual observations to assessment of the officer
4. Deemed to be final if no representation within 15 days

Procedure (01.04.2009)

5. Representation to be considered by the competent authority in consultation with the Reporting Officer and the Reviewing Officer
6. To be disposed of within 30 days in a quasi-judicial manner
7. Competent authority may reject or accept or modify APAR
8. (7) to be communicated to the reporting officer within 15 days of receipt of decision in the section

Instructions on APAR

- SPARROW Software:
 - Smart Performance Appraisal Report Recording Window
- NO affixing strips of papers typed or cut to size and pasted in the appropriate column of APAR
- Fair & just attitude of the reporting officer of an SC/ST officer
- Record instances of recurring financial lapse

Numerical grading

- Scale of 1-10
- 1 is the lowest & 10 is the highest grade
- 8-10 refers to Outstanding [Score:9]
- 6 but short of 8 refers to very good [Score:7]
- 4 but short of 6 refers to good [Score:5]
- Below 4 has score of zero

Integrity column in APAR

- Reporting Officer to make a clear and categorical mention about integrity
- In case of doubt:
 - Leave the column blank, refer to the confidential diary and send a secret note to the next superior officer, along with APAR
 - If exonerated, certify accordingly
 - If suspicion confirmed, record the fact and communicate to the officer reported upon

Integrity column in APAR

- Three options:
 1. Beyond doubt.
 2. Since the integrity of the officer is doubtful, a secret note is attached.
 3. Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer

Disposal of representation against remarks in APAR

- Disposal of representation in a **quasi-judicial manner** by the competent authority against remarks in ACRs/ APARs or for upgradation/downgradation of the final grading

Thank you