NOTE ON ONLINE INITIATION OF eAPARs/ePPARs IN RESPECT OF MES CGOs THROUGH SPARROW

1. Online initiation of eAPARs in respect of MES CGOs has been introduced wef 01 Apr 2019 onwards. The following salient actions were taken for implementation of SPARROW for MES CGOs :-

(a) NIC was entrusted to create SPARROW for MES CGOs.
(b) Creating NIC mails of MES CGOs.
(c) Mapping of Offrs in SPARROW.
(d) Chief Engr Delhi zone was test bed.
(e) Trials runs and improvement carried out in E-in-C’s Branch.
(f) Training/Workshops on SPARROW at Comd Level were carried out in the month of Feb 2019 and again in certain comds in Mar 2020.

2. With the constant efforts of various stake holders, eAPAR for MES CGOs has been successfully implemented wef 01 Apr 2019. Various teething issues observed during the implementation were addressed, complete support was rendered by MIS (Civ), E-in-C’s Branch to the Comd/ADGs and other fmins/ units of MES for smooth transition from manual APAR to electronic APAR. Improvements in the system were carried out by constant liaison with NICSI, further improvements are in the pipeline.
3. The eAPAR has the following major advantages vis a vis manual APAR:

(a) **PAR ID**: Unique ID for each PAR.
(b) **Search Criteria**: To search on various parameters like name, date etc.
(c) **Draft**: To save the PAR as Draft and work later.
(d) **Communication**: Timely Mobile and emails alerts at appropriate stage.
(e) **Security**: Submission possible only through digital signing.
(f) **Pendency**: Tracking at every stage.
(g) **Safety**: No case of Missing/Lost/Damaged PARs.

4. Initiation of eAPARs in respect of MES CGOs was due on Apr 2020 and now 31 May 2020 as per date issued by DoP&T vide OM No 21011/01/2009-Est(A)-Part dated 27 Mar 2020 for this year. Following forms have been made available on SPARROW:-

<table>
<thead>
<tr>
<th>Ser No</th>
<th>From No</th>
<th>Valid for</th>
<th>Reporting Level</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>IAFW-2267A(eAPAR)</td>
<td>SE or equivalent and above officers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>IAFW-2267B(eAPAR)</td>
<td>AE, AEE and EE or equivalent officers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>No Report Certificate (eNRC)</td>
<td>for all ranks of MES CGOs</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>IAFW-2267C(eAPAR)</td>
<td>CME Professors</td>
<td>2</td>
<td>Being uploaded</td>
</tr>
<tr>
<td>(e)</td>
<td>IAFW-2267D(eAPAR)</td>
<td>PS</td>
<td>1</td>
<td>Being uploaded</td>
</tr>
</tbody>
</table>

5. In order to avoid delays due to avoidable mistakes & correspondence, Note on Initiation for Online ePAR has been made. Not following correct procedure as per policy may lead to representations. At times, it may also affect adversely in their career progression.

6. Note on Initiation of ePARs is attached as Appendix. You are requested to disseminate this letter and its contents and give wide publicity so that eAPARs can be completed, this year, with minimum loss of time, following the correct procedure and COR.

7. The Note on Initiation for the year 2020 should be read in conjunction with DoP&T OM No 21011/01/2009-Est(A)-Part dated 09 Mar 2020 and 21011/01/2009-Est(A)-Part dated 27 Mar 2020 for the changes of time line and Summary of Medical Report due to Pandemic COVID-19 and any other amendments issued on the subject matter on later date.
8. The contents are also available on the MES website at the link www.mes.gov.in.

(Vikas Goel)
Col
Dir MIS (Civ)
for E-in-C

Encls: (___Sheets)

Copy to:
HQ DGBR, Delhi Cantt – 10, HQ CE R&D Delhi, Dir (CW & E), R&D Org ‘A’ Wing, DRDO Bhawan, New Delhi -11, CME Pune – 411 031, DGNP Mumbai, DGNP Visakhapatnam.

Internal:–
E-in-C’s Sectt, DGW Sectt, DG MAP Sectt, DG (Pers) Sectt, ADGE (Pers) Sectt, ADG ESP Sectt, ADG TE Sectt.
NOTE ON INITIATION OF eAPARs/ePPARs IN RESPECT OF MES CGOS THROUGH SPARROW

1. The performance of every Govt servant is assessed annually (Apr-Mar) through the Annual Performance Assessment Report (APAR), which is an important document in providing vital inputs for promotions/career advancement and also for judging fitness for pay parity, confirmation, grant of MACP etc.

2. Presently, initiation of eAPAR for MES CGOs through SPARROW has been successfully implemented wef 01 Apr 2019. As per existing instructions, no manual APAR is being accepted.

3. In order to have an efficient system with timely assessment of PARs in respect of MES CGO's, duties at the level of Heads of Office/Estt, Nodal Offr, Ratee and the Endorsing Offrs in the Channel of Reporting are as under:-

(a) Duties of Heads of the Office/ Establishment.

(i) Nomination of Nodal offr in his est/ unit for generation of eAPAR on SPARROW.

(ii) Ensure timely generation of PARs due in respect of MES CGOs posted in his est/unit through nominated Nodal offr.

(iii) Be fully conversant with the Channel of Reporting (CoR) of each offr posted (Ref E-in-C's Branch letter No B/50013/PC-430(i)/MIS (Civ) dated 05 Jul 2018 and even No dated 15 May 2019 under which CoR has been circulated and amendments issued subsequently). Publish the CoR for each offr by name in Office Order by 01 Apr/immediately on posting in/out of offrs.

(iv) Intimate the endorsing offrs in the formations regarding processing of PARs on SPARROW.

(v) Ensure creation of NIC mail ID through Automation Cell, E-in-C's Br for newly recruited and promotee offrs.

(vi) Ensure mapping of offrs in SPARROW through MIS (Civ) who are not yet mapped.

(vii) Monitor the mov of PARs to different levels through Nodal Offr.

(viii) Intimate any change in the Nodal offr to MIS(Civ)

(ix) Approach MIS (Civ) for updation of workflow/deletion of PARs generated incorrectly.
(b) **Duties of Nodal Officer.**

(i) Be fully aware of channel of reporting of each offr.

(ii) **Creation of workflow** chart strictly as per laid down CoR.

(iii) **Timely generation** of PARs in respect of offrs who's PARs are due.

(iv) Fill carefully all details in the Part I of the PAR (Personal data & service records).

(v) Fwd the PAR **timely to the Ratee offr.**

(vi) **Monitor** the mov of PAR to different levels till closing.

(vii) **Update/ Corrections in Part I** and workflow wherever required.

(viii) The Nodal Officer has to create accurate workflow, generate PAR of the Ratee and forward it on 01 Apr. Therefore, he is supposed to prefll form and save it as draft on SPARROW system by third week of March, to enable him to forward it to the Ratee on 01st Apr. Any clarification w.r.t. COR has to be obtained from this HQ before 31 March to avoid delay.

(ix) 1st Apr is due date for Nodal offr to fwd PAR to ratee.

(c) **Duties of Offr Reported Upon (Ratee).**

(i) Intimate Nodal offr whenever the PAR is due.

(ii) Provide any inputs required by the Nodal offrs while creating the Workflow.

(iii) Check details entered in Part I by the Nodal offr.

(iv) Check the details of Reporting, Reviewing and Accepting offr.

(v) Check **period of PAR** is correct.

(vi) Enter details in Part II with due diligence.

(vii) **No fields to be left blank.**

(viii) Fwd the PAR to the Reporting offr by 15 Apr without fail.

(ix) Ensure **Summary of Medical report** is uploaded at relevant column (annexure-III)

(x) Ensure details of **immoveable property return** (IPR) be filled in relevant column.
(d) **Duties of Reporting Offr.**

(i) **Check and ensure** the details and period of PAR entered in **Part I and Part II are correct** in all respect.

(ii) **Confirm that correct Channel of Reporting has been followed before endorsing (Ref E-in-C’s Branch letter No B/50013/PC-430(i)/MIS (Civ) dated 05 Jul 2018 and even No dated 15 May 2019 under which CoR has been circulated and amendments issued subsequently).**

(iii) **Fill all fields in Part III correctly and submit to next endorsing offr on or before 30 June (para 4(d) below refers).**

(iv) **Ensure targets are set for all offrs as per Para 6 below.**

(e) **Duties of Reviewing Offr.**

(i) **Check the details** entered in Part I, Part II and Part III of the PAR.

(ii) **Confirm that correct channel of reporting has been followed before endorsing.**

(iii) **Fill all fields in Part IV correctly and submit to Accepting Auth on or before 31 July (para 4(f) below refers).**

(f) **Duties of Accepting Auth.**

(i) **Check the details** entered in **Part I to Part IV** of the PAR.

(ii) **Confirm that correct channel of reporting** has been followed before endorsing.

(iii) **Fill all fields in Part V correctly and fwd to the Offr Reported upon for disclosure.**

(g) **Duties of Ratee for Disclosure.**

(i) **Check and fill Section VI.**

(ii) **Fwd the PAR to CR closing section within 15 days from the date of receipt for acceptance from the Accepting Auth.**

4. 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 PARs for the relevant period, the matter of timely completion of PARs has been reviewed by the DOP&T and it has now been provided that:

(a) All Group ‘A’ Officers must write / review APARs in respect of MES CGOs working under them within the stipulated time frame and give a certificate to this effect in the self-appraisal column of their own APARs. Reporting Officer to also comment if all APARs have been timely submitted by the officer reported upon.
(b) Ratee has to fill his "Resume" in Part II of the form and submit to the Reporting offr by 15 Apr, failing which the same would be automatically forwarded by the online portal to the Reporting Offr.

(c) In case self-appraisal is not filled by the Ratee, the PAR will be auto forwarded by the stipulated date, the Reporting Offr will proceed to write the Report and he will initiate the APAR, clearly mentioning the reason for the same.

(d) The Reporting Officer has to complete the APARs as per the time schedule. The Reporting Officer shall have no right to enter any remarks in the APARs after 30th June of the year and all APARs held by him will be auto forwarded to the Reviewing Officer for expeditious review of the APARs.

(e) If Reporting Offr agrees with resume of Ratee, he should mention 'Yes I agree'. If he does not agree with resume, his reasons of disagreement be clearly brought out. He should also specify whether the above disagreement(s) be construed as adverse entry or not.

(f) Reviewing Officer is also to complete the review of the APARs as per the schedule. The Reviewing Officer will forfeit right to enter any remarks in the APAR of the officer reported upon after 31st Jul of the year and the same will be auto forwarded to Accepting authority after stipulated time.

(g) In case both Reporting Officer and Reviewing Officer forfeited their rights to enter any remarks because of not adhering to the schedule of completion, the APAR format with the self-appraisal given by the officer to be reported upon will be placed in his APAR dossier, along with a certificate that concerned Reporting/Reviewing Officer(s) have forfeited their rights to make entries in the APAR.

(h) The Head of the organization may direct to call for the explanation of the officers concerned for not having performed the public duty of writing the APAR within the due date, and in absence of proper justification, may direct that a written warning for delay in completing the APAR be placed in the APAR dossier of the defaulting officer concerned.

(i) Time Schedule for preparation/completion of APAR (Reporting year-Financial year) is attached as Annexure -1 or as per the directions issued from time to time.

5. APAR cannot be initiated / reviewed by an MES CGO of the same rank even while holding an officiating appointment. In case a situation arises where an Officer holding an officiating appointment is to write APARs, prior sanction of MIS (Civ) will be obtained before endorsing the APARs.

6. The Reporting Officer at the beginning of the year will set targets. Where targets cannot be given in one go for the entire year, targets may be set quarterly. The requirement of attaching targets along with the APARs has been dispensed with. However setting/laying down of targets by Reporting Officers and their monitoring must be continued in the proper spirit to have a better quantified and objective appraisal of Officers.
7. The Reporting Offr should not delay the initiation of PAR for want of self-appraisal of Offr Reported upon. In case offr reported upon does not submit the PAR along with self-appraisal within stipulated time, the Reporting offr should contact Nodal Offr for force forwarding of the PAR and should initiate the PAR clearly mentioning the reason for the same.

8. All endorsing Officers must have 90 days or more service with the Officer reported upon. Period of EL availed at a time for more than 15 days be excluded and leave taken for short term duration need not be treated relevant.

9. In case where offr reported upon has undergone an approved course/training, the facts of his having done so should be entered in his PAR. The report, if any received from head of the institution will be placed in original in APAR dossier which would be useful in giving a more complete picture about Ratee’s accomplishments.

10. Any gap in two consecutive periods of APAR/PPAR of 90 days or more needs to be covered by an APAR/PPAR/NRC. In case the gap is 90 days or more but Reporting and Reviewing Officers both do not have minimum required 90 days’ service with the officer reported upon, then a eNRC will be generated by Nodal Offr. Clarification on minimum period and competent authority to endorse PAR is also attached at Annexure 2.

11. Reporting and Reviewing Officers can endorse PARs up to 30 days of retirement or demission of office. In case Reporting/Reviewing Offrs is under suspension, it may be endorsed by him within two months from the date of his having been placed under suspension or within one month from the date on which the report was due, whichever is later.

12. As per rules, advisory remarks by endorsing offrs should not be made in APAR/PPAR. Remarks reflecting remedial measures should also not be recorded in APAR/PPAR.

13. Adequate opportunity is to be given to the Officer reported upon before endorsing adverse remarks or awarding below benchmark grading. The endorsing Officers should refrain from recording adverse remarks that cannot be substantiated with documentary proof by way of counselling letters. Verbal counselling is inadequate.

14. Tendency among some Reporting/Reviewing Officers to endorse adverse remarks/weak points in the pen picture without the award of corroborative or matching columnar grading is to be avoided. Inadequate linkage between the two may lead to setting aside of the APAR/PPAR, at times. Any up-gradation/down gradation of grading, without furnishing adequate justification is liable to make the entries invalid.

15. Endorsement of words ‘Inadequate knowledge’ by the Reviewing Officer/Accepting Authority cannot be accepted. Where the endorsing Officers are not sufficiently familiar with the work of an Officer so as to arrive at a proper and independent judgment, it should be their responsibility to verify the correctness of remarks of Reporting Officer after making due enquiries as appropriate before recording their remarks.
16. Prescribed channel of reporting needs to be adhered to strictly. The necessity of strict adherence to the prescribed Channel of Reporting has been emphasized vide ADGE (Pers) letter No B/50001/Policy/MIS (Civ) dated 07 Feb 2011. Interim Channel of Reporting has been circulated vide this office letter No. B/50013/PC-430(i)/MIS (Civ) dated 05 Jul 2018 & even no. dt 15 May 2019. In case a Channel of Reporting for any office/post is not available, a case may be taken up, through proper channel, with a suggested Channel of Reporting and recommendations of commanders in chain immediately.

17. It has been observed that some command/ unit has issued instructions on COR deviating from COR promulgated by this HQ, which has caused many problems including deletion of wrong endorsement, forfeiting rights of actual endorsing Offrs etc. This has been viewed seriously. Therefore, it is strictly advised to refrain and not to issue any COR at command/ unit level deviating from COR promulgated by this HQ.

18. If the APAR is not endorsed by the Reporting Officer as per Channel of Reporting, due to retirement or physical service of less than 90 days / not posted and the APAR is initiated by the Reviewing Officer, as per instructions issued vide B/50001/ Policy/ MIS(Civ) dt 05 Aug 08 by this HQ. A certificate to the effect is to be uploaded at the appropriate place. Format of the certificate can be downloaded from 'Help' Section of the SPARROW portal. In such a case, Accepting Authority will review the APAR and Accepting Authority portion will be left blank and will not be endorsed by next higher Officer further raising of Channel of Reporting.

19. In case PAR has been endorsed by the Reporting Offr and there is no reviewing offr for endorsement. Then, reviewing Offr portion will be skipped with such remarks and Accepting Offr will not endorse at the level of Reviewing Offr. In such cases Accepting Offr will endorse his remarks at his level only.

20. All Group 'A' MES CGOs who attain the age of 40 years and above will have to undergo the Annual Medical checkup at one of the empanelled hospitals. Only the Summary of Medical Report (specimen attached at Annexure 3) will be uploaded to the APAR/PPAR/NRC due on 01 Apr of the reporting year.

21. It is observed that while endorsing remarks against 'Integrity' the words 'High' 'Impeccable' 'Honest' etc are written in an APAR/PPAR. The endorsement of 'Integrity' of an officer has to be very specific i.e. one of the following:-

(a) Beyond doubt.

(b) Nothing adverse has come to notice.

(c) If the integrity of the officer is doubtful, Integrity column should be left blank by Reporting Offr and a secret Note should be attached (follow up actions to establish integrity of Ratee be taken expeditiously by superior officers). Please see instructions of DOPT for filling up Integrity column, when option (c) is being exercised. (Ref DOP&T OM No 51/5/72-Estt dt 20 May 1972)
22. **Numerical Grading System.** Numerical grading system on a scale of 01 to 10 are to be awarded against the areas of Work Output, Personal Attributes and Functional Competency. The following points should be kept in mind while awarding numerical grading in the APAR:

(a) All columns in the APAR should be filled with due care and diligence, devoting adequate time.

(b) It is expected that any grading of 1 or 2 should be adequately justified in the pen-picture by way of specific failures and issue of prior warnings/performance counselling. Similarly, any grade of 9 or 10 would be justified with respect to specific achievements. Grades of 1&2 or 9&10 are expected to be rare occurrences and hence should be justified adequately.

(c) APARs graded between 8 to 10 will be rated as "Outstanding".

(d) APARs graded between 6 and short of 8 will be rated as "Very Good".

(e) APARs graded between 4 and short of 6 will be rated as "Good".

(f) APARs graded below 4 will be given a score of Zero.

23. As per the instructions, the contents of the APAR including the grading are to be communicated to the Officer reported upon by the Accepting Authority. The Accepting Authority shall forward the finalized APAR/PPAR to the Officer reported upon for Officer's disclosure. The Officer reported upon should forward this PAR to MIS (Civ) **within 15 days** from the date of receipt in his "Officer Disclosure level" otherwise it would be auto forwarded by the system **on completion of 15 days and it would be deemed accepted by the Officer reported upon.**

**Representation**

24. Online Representation through SPARROW is being implemented w.e.f. 01 Apr 2020. All representation w.e.f. 01 Apr 2020 onwards should be submitted through SPARROW only. There is provision available in SPARROW to upload representation and to forward to MIS (Civ) CR Section.

25. The following procedure will be adopted in dealing with representations for the APAR period 2019-20 through SPARROW :-

(a) On receipt of APAR for Offr disclosure, if the Ratee wish to represent, he should do so in the representation box by clicking on the button on the SPARROW portal. There after the Ratee is reqd to type the representation in the space provided and attach any additional inputs if required and fwd it to MIS(Civ).

(b) MIS (Civ) will then decide the Competent Authority for adjudication of the representation and fwd to Competent Authority (as per the case).

(c) Competent Authority will fwd the representation to reporting Officer for his comments alongwith the APAR.
(d) Reporting Officer alongwith his comment, will fwd the representation, to next endorsing officer (Reviewing Officer) for his comments within the stipulated time frame.

(e) Similarly, Reviewing Officer will fwd his comments alongwith comments of Reporting Officer to Accepting Authority for his comments.

(f) Accepting Offr after endorsing his comments will fwd the representation to Adjudicating Authority.

(g) After receiving of comments from all Endorsing Officers, the representation will be adjudicated by competent authority.

(h) After that, decision of Competent Authority is passed through speaking order and same is conveyed to Ratee.

(j) There will be an attachment link for additional files to be placed for reference at each stage.

(k) The timeline for each endorsing officer in chain of command will be one week (07 days) and 09 days for Competent Authority to analyse the case and pass the speaking order. The timeline for each stage has been worked out based on policy circulated by DoP&T.(OM No 21011/1/2005 Estt(A) (Pt-II) dt 14 May 2009.

(l) On SPARROW, comments of all Endorsing Officer will be sought one by one enabling Senior Endorsing Officer to view the comments of earlier endorsing offr as per COR before furnishing their comments.

(m) CE Comd/ADG may dispose off representations of offfrs under their jurisdiction. CE Command / ADG is the Competent Authority to dispose of representations in the following cases where :-

(i) CE Zone is the Accepting Authority.

(ii) CE Zone is the Accepting Authority but due to raising of channel (Reporting/Reviewing officer not posted), CE Zone has endorsed as the Reviewing officer and the Accepting Authority is left blank.

(iii) CE Comd/ADG was the Accepting Authority but could not endorse the APAR due to any reason.

(n) Representations should be examined by the Competent Authority in consultation with Reporting / Reviewing officers, Formation Commanders and Countersigning Authority, if in service. Requisite comments have to be obtained from all endorsing officers in service before processing the representation.

(o) The Competent Authority should base his conclusion on the inputs available from the applicant / endorsing officers and DoP&T instructions.  

..9/-
(p) In a number of cases it is seen that representations are disposed off through a simple order. As per rule the representations against entries / grading in the APAR have to be disposed off by the Competent Authority by passing a speaking order.

(q) A copy of the Order of the Competent Authority along with a copy of representation received from the officer should also be uploaded on the portal and forwarded to MIS (Civ) for filing / updation of the same in the officer's dossier.

26. Presidential Memorial. A memorial to the Hon'ble President of India can be submitted against the decision of the Competent Authority within six months of receipt of the order. The officer reported upon should forward the Presidential Memorial manually (offline) to MIS (Civ), E-in-C's Branch for further disposal.

27. Keeping in view the above, PAR should necessarily be prepared scrupulously and carefully after following the procedure prescribed. Forms have been revised with a view to ensuring maximum objectively in preparation of the report. Further with the online system in place i.e SPARROW the recording and movement of PAR forms becomes seamless, quick and convenient.
Annexure 1
(Refer to Para 4(J) of Notes on initiation of APARs in respect of MES CGOs)

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Activity</th>
<th>Date by which to be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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).</td>
<td>31st March. (This may be completed even a week earlier).</td>
</tr>
<tr>
<td>2.</td>
<td>Submission of self-appraisal to Reporting Officer by Officer to be reported upon (where applicable).</td>
<td>15th April.</td>
</tr>
<tr>
<td>3.</td>
<td>Submission of report by Reporting Officer to Reviewing Officer.</td>
<td>30th June</td>
</tr>
<tr>
<td>4.</td>
<td>Reporting Officer forfeits his right to endorse APAR after.</td>
<td>30th June</td>
</tr>
<tr>
<td>5.</td>
<td>Submission of report by Reviewing Officer to Accepting Authority.</td>
<td>31st July</td>
</tr>
<tr>
<td>6.</td>
<td>Reviewing Officer forfeits his right to endorse APAR after.</td>
<td>31st July</td>
</tr>
<tr>
<td>7.</td>
<td>Accepting Authority forfeits his right to endorse APAR after.</td>
<td>31st Dec</td>
</tr>
<tr>
<td>8.</td>
<td>Forwarding of APAR to MIS (Civ) by all Ests/Appts so as to reach MIS (Civ) by 10 Jan positively</td>
<td>01 Jan of the following year.</td>
</tr>
</tbody>
</table>

### INITIATION OF APARS OF MES CGOs

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Period of APAR/PPAR</th>
<th>No of days physical service under Reporting Officer</th>
<th>No of days physical service under Reviewing Officer</th>
<th>Type of CR</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Less than 90 days</td>
<td>-</td>
<td>-</td>
<td>No APAR/PPAR/NIC</td>
<td>-</td>
</tr>
<tr>
<td>(b)</td>
<td>90 days or more</td>
<td>Less than 90 days</td>
<td>Less than 90 days</td>
<td>NIC</td>
<td>-</td>
</tr>
<tr>
<td>(c)</td>
<td>90 days or more</td>
<td>Less than 90 days</td>
<td>90 days or more</td>
<td>APAR/PPAR</td>
<td>-</td>
</tr>
</tbody>
</table>
|        |                     |                                                   |                                                    |            | ▪ Reviewing Officer to initiate APAR as Reporting Officer  
|        |                     |                                                   |                                                    |            | ▪ Accepting Auth will be Reviewing Officer  
|        |                     |                                                   |                                                    |            | ▪ Accepting Auth Column will be left blank. |
| (d)    | 90 days or more     | 90 days or more                                   | Less than 90 days                                 | APAR/PPAR  | In space for Reviewing Officer a Certificate will be pasted saying “Not completed 90 days under Reviewing Officer”. Accepting Authority will endorse in his column. |
| (e)    | 90 days or more     | 90 days or more                                   | 90 days or more                                   | APAR/PPAR  | Due for initiation |

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*Note: CR stands for “Certificate of Rejection.”*
Annexure 3
(Refer to Para 21 of Notes on initiation of APARs in respect of MES CGOs)

MES NO. : 
NAME OF OFFICER : 
DESIGNATION : 

SUMMARY OF MEDICAL REPORT
(ONLY COPY OF THIS PART IS TO BE ATTACHED TO APAR)

<table>
<thead>
<tr>
<th></th>
<th>Overall health of the Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Any other remarks based on the Health/ Medical Checkup of the Officer</td>
</tr>
<tr>
<td>3.</td>
<td>Health profile grading</td>
</tr>
</tbody>
</table>

Date: 
Signature of Medical Authority
Designation: 
Name of Hospital 

Place: 

[Signature]