

(Ref letter No.
B/50001/Policy/MIS (Civ)
dt 09 Aug 2018)

**NOTES ON INITIATION OF APARs/PPARs
FOR NEW MANUAL ONLINE APAR FORMAT**

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

2. MoD, vide their ID Note No B/50013/PC-430(i)/MIS (Civ)/398/2018/D(W-II) dt 14 Jun 2018, has now approved manual online APAR format **IAFW-2267A (eAPAR) for SE and above** and **IAFW-2267B (eAPAR) for EE and below**, in r/o which the following is enumerated:-

(a) MES CGOs should be assessed by their endorsing officers, for the year 2017-18 (01 Apr 2017 to 31 Mar 2018) in the existing format only (i.e. IAFW-2267A (Revised) for SE and above and IAFW-2267B (Revised) for EE and below) and not in the revised manual online APAR format. **The COR relevant at the time of the Assessment period, (i.e. 01 Apr 2017 to 31 Mar 2018) will be followed.**

(b) The new manual online APAR format approved by MOD is to be used for the year 2018-19 till such time online APAR is functional. Therefore, from **29 Jun 2018 onwards (after a period of 90 days from 01 Apr 2018, the beginning of the Assessment year 2018-19) manual online APAR format will be applicable till implementation of online APAR system i.e. SPARROW.** The **Interim Channels of Reporting**, issued vide letter No. B/50013/PC-430(i)/MIS (Civ) dt. 05 Jul 2018 is to be followed for APARs / PPARs initiated from 29 Jun 2018 onwards.

3. Detailed salient modifications in manual online APAR system from previous APAR system are appended below:

(a) In previous APAR format, there was a four level endorsement structure (including Formation commander), whereas in the present eAPAR format, it has been reduced to a three level endorsement structure. However, for MES CGOs tenanted Executive appointments, the Formation Commander / User Channel has been placed as Reviewing Officer in general.

(b) Interim Channels of Reporting 2018 for rendition of New Manual Online Format of APARs of MES CGOs (i.e. 2018-19 onwards) has been disseminated to all Commands, ADGs and concerned Dtes vide letter No B/50013/PC-430(i)/MIS (Civ) dt. 05 Jul 2018. The Interim Channel of Reporting will be followed for initiation of APARs from Reporting year 2018-19 onwards.

(c) The Para "Whether belongs to SC/ST" in the new APAR format for SE and above has been deleted in light of the DoPT OM No. 21011/6/97-Estt.(A) dated 17 Feb 1999, which mentions that in APAR formats of Group A Officers, the column meant to indicate whether they belong to SC/ST community be deleted. However, in the format for EE and below, this Para is meant only for Group 'B' Officers and not Group 'A' Officers.

(d) A column has been added in the new online APAR format regarding confirmation of attachment of 'Annual Medical Report' with the APAR/PPAR/NIC (applicable for Gp 'A' Officers above the age of 40 years).

(e) In the Columns 23, 24 and 25 (in the APAR for officers of the grade EE and below) and Columns 22, 23 and 24 (in the APAR for officers of the grade SE and above), where earlier numerical grading was awarded by all endorsing officers, the new format requires only the Reporting and Reviewing Officers to record their numerical assessment of the Ratee. The fourth level of endorsing channel of Formation Commander or user channel has been done away with. However, as per the Channel of Reporting applicable for the new manual online APAR format, the Formation Commander / User Channel has been placed as Reviewing Officer for MES CGOs tenanted executive appointments, in general. The Accepting Authority will only fill in the pen picture and give an overall numerical grading to the Ratee at Para 33 and 34 in the new online APAR formats of SE & above and EE & below, respectively.

(f) Columns No. 26 and 27 related to assessment of Staff Officers/ Surveyor Cadre/ Architectural Cadre/ B/S Cadre/ Adm Cadre and Officers holding Executive Appointments have been deleted in the new online APAR format for officers of the grade EE and below.

(g) Column No. 32, 33 and 34, related to Recommendation for Promotion to next grade, Confirmation, Crossing efficiency bar in present scale of pay, Retention in service beyond 50/55 years of age or on completion of 30 years of service and 'Appointment for executive/staff/ instructional or special appointments' have been deleted in the new online APAR format for officers of the grade EE and below.

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 APARs for the relevant period, the matter of timely completion of APARs 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) **The Reporting Officer should not delay the initiation of APAR for want of the self-appraisal of the officer to be reported upon.** In case the officer reported upon does not submit the APAR form along with self-appraisal, the Reporting Officer should remind the officer reported upon, in writing, to submit the self-appraisal by stipulated date. If no self-appraisal is received, the Reporting Officer should initiate the APAR, clearly mentioning the reason for the same. DOP&T OM No 35014/4/83-Estt A dated 23 Sep 1985, 21011/02/2009-Estt (a) dt 16 Feb 2009 and 21011/1/2005-Estt. (a) (Pt-1) dated 23 Jul 2009 refers.

(c) The Reporting Officer is to complete the APARs as per the schedule. **The Reporting Officer shall have no right to enter any remarks in the APARs after 30th June of the year and submit all APARs held by him** for reporting to the Reviewing Officer at the earliest for expeditious review of the APARs.

(d) 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.**

(e) In case both Reporting Officer and Reviewing Officer forfeit 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.

(f) 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 folder of the defaulting officer (Reporting / Reviewing Officer) concerned.

3. Time Schedule for preparation/completion of APAR (Reporting year-Financial year) is attached as **Annexure -1**.

4. APAR cannot be initiated / reviewed by an MES CGO of the same rank even if 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.

5. 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.

6. As performance evaluation of an office is different from the performance evaluation of an individual, it has been decided to do away with the attachment of the calculation sheet indicating the performance parameters along with the APARs of CE Zones, CsWE and GEs.

7. Part PAR will be initiated for an Officer, in case the Officer reported upon is posted out or his Reporting Officer is posted out. On posting out, the Officer is supposed to initiate all reports as Reporting Officer, within one month from his date of SOS. If no self-appraisal is received by the stipulated date, the Reporting Officer can obtain another blank form and proceed to write the report on the basis of his experience of the work and conduct of the Officer reported upon.

8. All endorsing Officers must have 90 days or more of service with the Officer reported upon. Any absence of more than 15 days is excluded.

9. Any gap in two consecutive periods of APAR/PPAR, of 90 days or more needs to be covered by an APAR/PPAR/NIC. 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, a NIC is to be signed by the present Reporting/ Reviewing Officer and forwarded to MIS (Civ), E-in-C's Branch. Format for the NIC is attached at **Annexure 2** and clarification on initiation of APARs of MES CGOs is attached at **Annexure 2 (a)**.

10. **Reporting and Reviewing Officers can endorse PARs upto 30 days of retirement. No such provision exists for Accepting Authority.**

11. As per rules, there exists no provision for endorsing advisory remarks in an APAR/PPAR. Remarks reflecting remedial measures should not be recorded in an APAR/PPAR.

12. 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.

13. 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 gradings, e.g. from Outstanding to Very Good or Very Good to Outstanding without furnishing adequate justification is liable to make the entries invalid.**

14. 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 such enquiries as appropriate before recording their remarks.

15. It is emphasized that adequate opportunity for improvement by way of written counselling is to be given to the Officer reported upon before endorsing adverse remarks/awarding below benchmark grading, down grading any grading already given in the APAR by the Reporting / Reviewing Officers.

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/50013/PC/410/Mis(Civ) dated 14 Jan 2009 and 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. 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. If the APAR is not endorsed by the Reporting Officer as per Channel of Reporting due to retirement or not meeting requirement of physical service of 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 attached at the appropriate place. Format of the certificate is attached at **Annexure 3**. In such a case, the Reviewing Officer will initiate the APAR and the Accepting Authority will review the APAR. The Accepting Authority portion will be left blank.

18. All columns of the APAR should be filled up as per instructions in this document and those given in the APAR form. In order to obviate any lapses a check list is attached at **Annexure 4** for APARs in respect of Officers of the grade of AE, AEE and EE or equivalent rank Officers (**IAFW-2267B**) and at **Annexure 5** for Officers of the level of SE and above or equivalent (**IAFW-2267A**).

19. DoP&T vide their OM No 21011/1/2009-Estt (A) Part dated 01 Feb 2012 has introduced the Annual Medical check-up scheme for Group 'A' Officers of age 40 years and above. The same has been introduced in MES vide policy letter B/50013/PC-430/MIS (Civ) dt 30 Jun 15 w.e.f the financial year 2015-16. All Group 'A' MES CGOs who attain / have attained the age of 40 years and above will have to undergo the Annual Medical checkup at one of the empanelled hospitals of their choice mentioned in the ibid DoP&T OM and subsequent DoP&T OM Nos A17020/1/2010-MS dt 28 Dec 2012 and 21011/1/2009-Estt (A) Part dated 20 Mar 2013. Only the medical certificate will be attached to the APAR/PPAR/NIC due on 31 Mar of the reporting year. In case of a situation where no NIC is due on 31 Mar, medical certificate may be added with the PPAR being initiated before 31 Mar or can be forwarded under a covering letter to MIS (Civ). At the time of initiation of APAR/ PPAR/ NIC, the Reporting Officer is required to ensure that the Medical Certificate is attached, wherever applicable. Format of Summary of Medical Report is attached at **Annexure 6**, (only copy of this annexure to be attached along-with APAR).

20. It is observed that while endorsing remarks against 'Integrity' the words 'High' 'Impeccable' 'Honest' etc are written in a 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) Since the integrity of the Officer is doubtful, a secret Note is attached herewith (This column should be filled up as per guidelines indicated in the instructions at the end of the APAR form).

21. The earlier practice of entering descriptive remarks in the areas of various attributes has been discontinued and numerical grading system has been introduced, wherein numerical grading on a scale of 1 to 10 are to be awarded against the areas of Work Output, Personal Attributes and Functional Competency.

22. 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 attention, 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 the need to justify them.
- (c) APARs graded between 8 to 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (d) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (e) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (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 a copy of the finalized APAR/PPAR to the unit / establishment concerned to be served to the Officer reported upon. The Administrative Officer / Officer-in-Charge of the unit / establishment shall ensure that the copy of the APAR / PPAR is served to the Officer, receipt obtained (Format of the receipt is attached at **Annexure 7**) and receipt forwarded to MIS (Civ), E-in-C's Branch at the earliest.

24. **Only one representation against entries in the APAR is permitted within 15 days from the date of receipt of copy of the APAR by the Officer reported upon.** Representation will be addressed to the authority immediately superior to the Accepting Authority. In case the Accepting Authority has not endorsed the APAR / PPAR, the representation shall be adjudicated by the Accepting Authority itself.

25. In case a representation is to be submitted, the following points be noted:-

(a) The applicant, while submitting his/her representation against entries in an APAR, should forward an application, duly ink signed, for the perusal of the Competent Authority i.e. next higher authority than the Accepting Authority. He should enclose a copy of APAR against which he has put in the representation.

(b) The applicant should also forward a copy of the representation directly to MIS (Civ), E-in-C's Branch for monitoring/record.

(c) The Representation should be examined by the Competent Authority in consultation with the Reporting / Reviewing Officer, by obtaining comments in writing, in case they are still in service.

(d) The decision of the Competent Authority is to be conveyed in the form of a reasoned speaking order directly to the Officer reported upon, along with a copy to MIS (Civ).

26. **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 to MIS (Civ), E-in-C's Branch for further disposal.

Annexure 1

(Refer to Para 3 of Notes on initiation of APARs in respect of MES CGOs)

<u>Ser No</u>	<u>Activity</u>	<u>Date by which to be completed</u>
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.	Reporting Officer forfeits his right to endorse APAR after.	30 th June
5.	Submission of report by Reviewing Officer to Accepting Authority.	31 st July
6.	Reviewing Officer forfeits his right to endorse APAR after.	31 st July
7.	Accepting Authority forfeits his right to endorse APAR after.	31 st Dec
8.	Forwarding of APAR to MIS (Civ) by all Ests/Appts so as to reach MIS (Civ) by 10 Jan positively	01 Jan of the following year.

Note : Auth DOP &T letter No 2/9/2015-EO(ACC) dt 18 May 2015 and MIS (Civ) letter No B/50001/Policy/MIS (Civ)/Vol-V dt 15 May 2017.

Annexure 2

(Refer to Para 9 of Notes on initiation of APARs in respect of MES CGOs)

NON INITIATION CERTIFICATE (NIC)

Certificate of Non-Initiation for the period wef _____ to _____ (to be rendered for period of 90 days or more not covered by any APAR/PPAR).

1. MES No :
2. Name in full (Block / Capital) :
3. Date of Birth :
4. Date of entry in service :
5. Present Appt with date :
6. Present unit/Est :
7. Period for which NIC being rendered :
8. Period of absence of Officer Reported upon during period covered by NIC (on leave, training, temporary duty etc to be specified) :
9. Period of absence of :
 - (a) Reporting Officer (on leave, training etc to be specified)
 - (b) Reviewing Officer (on leave, training etc to be specified)
10. Reasons for Non-Initiation with period :
11. Authenticated by:-

Officer reported upon

Present Reporting /Reviewing Officer

(Signature)

(Signature)

MES No :

MES No :

Name :

Name :

Designation :

Designation :

Unit :

Unit :

Annexure 2 (a)

(Refer to Para 9 of Notes on initiation of APARs in respect of MES CGOs)

INITIATION OF APARS OF MES CGOs

<u>Ser No</u>	<u>Period of APAR/ PPAR</u>	<u>No of days physical service under Reporting Officer</u>	<u>No of days physical service under Reviewing Officer</u>	<u>Type of CR</u>	<u>Remarks</u>
(a)	Less than 90 days	-	-	No APAR/ PPAR/ NIC	-
(b)	90 days or more	Less than 90 days	Less than 90 days	NIC	-
(c)	90 days or more	Less than 90 days	90 days or more	APAR/ PPAR	<ul style="list-style-type: none"> ▪ 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

Annexure 3

(Refer to Para 17 of Notes on initiation of APARs in respect of MES CGOs)

CERTIFICATE

(To be pasted on relevant portion of the APAR/PPAR when the Officer reported upon does not complete requisite 90 days service under Endorsing Officer as applicable duly authenticated by an Officer)

1. Certified that _____ was Reporting Officer / Reviewing Officer / Accepting Authority in respect of MES - _____ Shri _____ for the period from _____ to _____.

2. The Officer reported upon does not complete requisite 90 days service under Reporting Officer/ Reviewing Officer/ Accepting Authority. As such APAR/ PPAR cannot be reported / reviewed/ endorsed / countersigned by the Reporting Officer/ Reviewing Officer/ Accepting Authority.

Notes: Absence period of less than and upto 15 days is not to be reduced in calculation of 90 days of service. Strike off portion which is not applicable.

Station:

Signature

Name :

Date :

Rank :

Designation :

CERTIFICATE

(To be pasted on relevant portion of the APAR/PPAR when the Endorsing Officer has retired from service duly authenticated by an Officer)

1. Certified that _____ was Reviewing Officer / Accepting Authority in respect of MES - _____ Shri _____ for the period from _____ to _____.

2. The Reviewing Officer/ Accepting Authority retired from service wef _____. As such APAR/PPAR cannot be reviewed/ endorsed/ countersigned by the Reviewing Officer/ Accepting Authority.

Note: Strike off whichever is not applicable.

Station:

Signature

Name :

Date :

Rank :

Designation :

Annexure 4

(Refer to Para 18 of Notes on initiation of APARs in respect of MES CGOs)

CHECK LIST: APARs OF AE, AEE AND EE OR EQUIVALENT RANK OFFICERS

1. **General.** Officers Reporting/Reviewing/Accepting APARs / Part PARs must take into account following points to obviate shortcomings that may otherwise creep in the APARs rendering the same incomplete/invalid:-
 - (a) **IAFW-2267B (eAPAR)** is used for AE, AEE and EE or equivalent rank Officers.
 - (b) No column should be left blank. Overwriting/cutting/application of whitener is to be avoided. If inescapable, same should be authenticated by putting the full signature in blue ink of the Officer concerned.
 - (c) MES No, Name and Designation of Officer reported upon to appear on top of every single page of the APAR and the same should be initialed by the Reporting Officer.
 - (d) The Officer reported upon is required to serve a minimum of 90 days of physical service under Reporting Officer / Reviewing Officer / Accepting Authority. **Please check before endorsing.**
 - (e) Approved Channel of Reporting is to be followed. In case of raising of channel, a certificate citing the reason for the same to be enclosed in the APAR.
2. **Cover and Movement Slip.**
 - (a) Type of Report, i.e. APAR / Part PAR be clearly mentioned along with period in the format from DDMMYY to DDMMYY. MES No & Name of Officer to whom the report pertains be mentioned.
 - (b) Designation & appointment held be furnished.
 - (c) Name of present unit and date of TOS be clearly reflected.
 - (d) Name of last unit and date of SOS be given.
 - (e) Recent coloured passport size photo to be pasted in the box provided.

3. **Personal Data.**

- (a) MES No, name, present unit, appointment & date should tally with those of Movement Slip.
- (b) Date of birth and entry into service should be reflected clearly.
- (c) Qualifications viz. academic, tech and professional should be up to date and supported with PTO number.
- (d) Commendations and awards received during the period of report mentioned should be supported with PTO number.
- (e) Present Medical Category be furnished (endorsement for attachment of medical certificate for Group 'A' Officers above 40 years of age to be made).

4. **Service Record.**

- (a) Period of absence from duty on account of leave/training be brought out.
- (b) Courses completed during the year and grading, wherever applicable, should be supported with certificates and PTO number.
- (c) Papers submitted, if any, for professional journals be mentioned.
- (d) Research work done, if any, be stated.
- (e) The Officer reported upon and Administrative Officer of the unit / HQ / office are to put dated signatures for all the above entries.

5. **Resume.**

- (a) The Officer reported upon has to furnish his resume.
- (b) Information regarding targets given by the Reporting Officer at the beginning of the year / quarterly and constraints, if any, be furnished.
- (c) The Officer reported upon should put his dated signatures at the places meant for the purpose.
- (d) Annual Property Return – The Officer reported upon is to ensure filling up the column pertaining to filing of Annual Property Return.

6. **Part-III.**

- (a) **Health.** State of Health be indicated by using expressions like **Sound, Good, Very Good, and Excellent** etc. Avoid usage of grading like A or B etc. for this column. Special points, if any, of the medical certificate for Officers above 40 years of age should be brought out.

(b) **Integrity.** Integrity column should be completed in accordance with instructions at the end of the APAR form, i.e. **any one of three options mentioned below only:-**

(i) Beyond Doubt

(ii) Since the integrity of the Officer is doubtful, a secret note is attached.

(iii) Not watched the Officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the Officer.

(c) **Comments on Resume.** If the Reporting Officer agrees, he should mention 'Yes I agree'. If he does not agree with the resume, his **reasons of disagreement be clearly brought out.** He should also specify whether the above disagreement (s) be construed as an adverse entry or not.

(d) **Completion of APARs.** Please endorse 'Not completed' in case APARs of Group 'A' & 'B' Officers had not been completed by the Officer reported upon. **Please endorse in case officer forfeited his rights due to delay and warning / counseling issued.**

(e) **Ser No 21.** Only two fields be marked by putting 1 and 2 in the boxes out of the given fields to indicate order of preference.

7. **Ser No 23,24 & 25.** Numerical grading to be awarded. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Read notes on APAR form before Ser 23.

Calculation of Grading

8. **Ser No 23.**

(a) Total Assessment of Work Output = (i) + (ii) + (iii) + (iv)

(b) Mean of the assessment (up to 2 decimal places) = Total /4 = X

(c) Weightage (40% of Mean Assessment) = X x 40/100
(Up to 2 decimal places)

9. **Ser No 24.**

(a) Total Assessment of Personal Attributes = (i)+(ii)+(iii)+(iv)+(v)+(vi)+(vii)+(viii)

(b) Mean of the Assessment = Total /8 = Y
(Up to 2 decimal places)

(c) Weightage (30% of Mean Assessment) = Y x 30/100
(Up to 2 decimal places)

10. **Ser No 25.**

- (a) Total Assessment of Functional Competency = (i)+(ii)+(iii)+(iv)+(v)
- (b) Mean of the assessment (Up to 2 decimal places) = Total / 5 = Z
- (c) Weightage (30% of Mean Assessment) (Up to 2 decimal places) = Z x 30 / 100

11. **Reporting Officer.**

- (a) **Ser No 26.** Period of service under Reporting Officer be mentioned and must tally with period mentioned in movement slip. The Officer reported upon should have served for at least a period of 90 days taking out more than 15 days continuous absence of Officer reported upon / Reporting Officer.
- (b) **Ser No 27.** Box grading should be commensurate with General Assessment. Weightage at Ser No 23 + Ser No 24 + Ser No 25 = Final Numerical Grading.
- (c) Remarks entered should be commensurate with the grading.

12. **Reviewing Officer.**

- (a) **Ser No 28.** Period of service be reflected in the format of from date to date. Expressions like 9 months, 1 year be avoided. The Officer reported upon should have served for at least a period of 90 days taking out more than 15 days continuous absence of Officer reported upon / Reporting Officer.
- (b) **Ser No 33.** Box grading should be commensurate with General Assessment. Further upgrading/down gradation, if applicable, in the grading awarded to the Officer reported upon by the Reporting Officer, must be suitably substantiated. Weightage at Ser No 23 + Ser No 24 + Ser No 25 = Final Numerical Grading.
- (c) Remarks entered should be commensurate with the grading.

13. **Ser No 29 to 31.** Box should be filled in by making appropriate entries which, in turn, are in tune with entries of previous paras.

14. **Accepting Authority.** Grading to be awarded in the box meant for the purpose. Any upgrading/down gradation in the grading of the Officer reported upon, awarded to him by the Reporting Officer/ Reviewing Officer, must be substantiated with reasons.

Annexure 5

(Refer to Para 18 of Notes on initiation of APARs in respect of MES CGOs)

CHECK LIST: APARs OF SE AND ABOVE OR EQUIVALENT RANK OFFICERS

1. **General.** Officers Reporting/Reviewing/Accepting APARs / Part PARs must take into account following points to obviate shortcomings that may otherwise creep in the APARs rendering the same incomplete/invalid:-

(a) **IAFW-2267A (eAPAR)** is used for SE and above or equivalent rank Officer.

(b) No column should be left blank. Overwriting/cutting/application of whitener is to be avoided. If inescapable, same should be authenticated by putting the full signature in blue ink of the Officer concerned.

(c) MES No, Name and Designation of the Officer reported upon to appear on top of every single page of the APAR and the same should be initialed by the Reporting Officer.

(d) The Officer reported upon is required to serve a minimum of 90 days of physical service under Reporting Officer / Reviewing Officer / Accepting Authority. Please check before endorsing.

(e) Approved Channel of Reporting is to be followed. In case of raising of channel a certificate citing the reason for the same to be enclosed in the APAR.

2. **Cover and Movement Slip.**

(a) Type of Report, i.e. APAR / Part PAR be clearly mentioned along with period in the format from DDMMYY to DDMMYY. MES No & Name of Officer to whom the report pertains be mentioned.

(b) Designation & appointment held be furnished.

(c) Name of present unit and date of TOS be clearly reflected.

(d) Name of last unit and date of SOS be given.

(e) Recent coloured passport size photo to be pasted in the box provided.

4. **Personal Data.**

- (a) MES No, name, present unit, appointment & date should tally with those of Movement Slip.
- (b) Date of birth and entry into service should be reflected.
- (c) Qualifications viz. academic, tech and professional should be up to date and supported with PTO number.
- (d) Commendations and awards received during the period of report mentioned should be supported with PTO number.
- (e) Present Medical Category be furnished (endorsement for attachment of medical certificate for persons above 40 years of age to be made).

5. **Service Record.**

- (a) Period of absence from duty on account of leave/training be brought out.
- (b) Courses completed during the year and grading, wherever applicable, be supported with certificates and PTO number.
- (c) Papers submitted, if any, for professional journals be mentioned.
- (d) Research work done, if any, be stated.
- (e) The Officer reported upon and Administrative Officer of the unit / HQ / office are to put dated signatures for all the above entries.

6. **Resume.**

- (a) The Officer reported upon has to furnish his resume.
- (b) Information regarding targets given by the Reporting Officer at the beginning of the year / quarterly and constraints, if any, be furnished.
- (c) The Officer reported upon should put his dated signatures at the places meant for the purpose.

7. **Part-III.**

- (a) **Period of Service.** Period be mentioned and must tally with period mentioned in movement slip. The Officer reported upon should have served for at least a period of 90 days taking out more than 15 days continuous absence of Officer reported upon / Reporting Officer.

(b) **Health.** State of Health be indicated by using expressions like **Sound, Good, Very Good, and Excellent etc.** Avoid usage of grading like A or B etc. for this column. **Special points, if any, of the medical certificate for Officers above 40 years of age should be brought out.**

(c) **Integrity.** Integrity column should be completed in accordance with instructions at the end the of APAR form. In case integrity is doubtful secret note is to be attached and immediate action taken by next Officer in chain.

(d) **Comments on Resume.** If the Reporting Officer agrees he should mention '**Yes I agree**' if he does not agree with the resume, his **reasons of disagreement be clearly brought out.** He should also specify whether the above disagreement (s) be construed as an adverse entry or not.

(e) **Completion of APARs.** Please endorse 'Not completed' in case APARs of Group 'A' & 'B' officers had not been completed by the Officer reported upon. Please endorse in case Officer forfeited his rights due to delay and warning / counseling issued.

(f) **Ser No 20.** Only two fields be marked by putting 1 and 2 in the boxes out of the given fields to indicate order of preference.

8. **Ser No 22,23 & 24.** Numerical grading to be awarded. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Read notes on APAR form before Ser 24.

Calculation of Grading

9. **Ser No 22.**

(a) Total Assessment of Work Output = (i) + (ii) + (iii) + (iv)

(b) Mean of the assessment (up to 2 decimal places) = Total /4 = X

(c) Weightage (40% of Mean Assessment) = X x 40/100
(Up to 2 decimal places)

10. **Ser No 23.**

(a) Total Assessment of Personal Attributes = (i)+(ii)+(iii)+(iv)+(v)+(vi)+(vii)+(viii)

(b) Mean of the Assessment (Up to 2 decimal places) = Total /8 = Y

(c) Weightage (30% of Mean Assessment) = Y x 30/100
(Up to 2 decimal places)

11. **Ser No 24.**

- (a) Total Assessment of Functional Competency = (i)+(ii)+(iii)+(iv)+(v)
- (b) Mean of the assessment = Total / 5 = Z
(Up to 2 decimal places)
- (c) Weightage (30% of Mean Assessment) = $Z \times 30 / 100$
(Up to 2 decimal places)

12. **Reporting Officer.**

- (a) **Ser No 26.** Box grading should be commensurate with General Assessment. Weightage at Ser No 22 + Ser No 23 + Sr No 24 = Final Numerical Grading.
- (b) Remarks entered should be commensurate with the grading.

13. **Reviewing Officer.**

- (a) **Ser No 27.** Period of service be reflected in the format of from date to date. Expressions like 9 months, 1 year be avoided. The Officer reported upon should have served for at least a period of 90 days taking out more than 15 days continuous absence of the Officer reported upon / Reporting Officer.
- (b) **Ser No 28.** Box grading should be commensurate with General Assessment. Further upgrading/down gradation, if applicable, in the grading awarded to the Officer reported upon by the Reporting Officer, must be suitably substantiated. Weightage at Ser No 22 + Ser No 23 + Ser No 24 = Final Numerical Grading.
- (c) Remarks entered should be commensurate with the grading.

14. **Accepting Authority.** Grading to be awarded in the box meant for the purpose. Any upgrading/down gradation in the grading of the Officer reported upon, awarded to him by the Reporting Officer/ Reviewing Officer, must be substantiated with reasons.

Annexure 6

(Refer to Para 19 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)

1.	Overall health of the Officer	
2.	Any other remarks based on the Health/ Medical Checkup of the Officer	
3.	Health profile grading	

Date:

Signature of Medical Authority
Designation

Annexure 7

(Refer to Para 23 of Notes on initiation of APAR in respect of MES CGOs)

ACKNOWLEDGEMENT RECEIPT OF APAR/PPAR

1. I, MES _____ Name _____ Designation _____ of Unit _____

have received the photocopy of my APAR /PPAR for the year _____ covering the period from _____ to _____.

2. I do not wish to represent against the said APAR /PPAR.

OR

I wish to represent against the said APAR/PPAR and to do so I am aware that as per DOP&T instructions only 15 days' time is available to me.

(Note: Strike out whichever is not applicable.)

Station: _____ (Signature of the Officer reported upon)

Date: _____ MES No: _____

Name _____
(in block letters)

COUNTERSIGNED

Station: _____ Name _____

Date : _____ Rank _____

Appointment _____