

No.CS/Adv.(HRD) /APAR/2009-10.

Government of India
Ministry of Communications & IT
Department of Telecom
Confidential Cell
(O/o Advisor(HRD))

New Delhi, the 29th March, 2010

To

1. The Chairman & Managing Director
✓BSNL/MTNL/TCIL

2. The Secretary,
TRAI

3. The Sr.DDG
Telecom Engineering Centre

4. All CGMs in BSNL 5. All DDG(TERM)

Sir,

Subject: Maintenance and preparation of Annual Performance Appraisal Reports(APAR) – communication of all entries for fairness and transparency in public administration - making necessary changes in the APAR format for numerical grading regarding.

The undersigned is directed to enclose two copies (in original) of the new format of APARs of SAG, JAG, STS JTS and TFS Group 'B' being followed from the year 2009-10 onwards in the DOT HQ as per the directions of DOP&T OM No. 21011/1/2005-Estt.(A) (P.U.) dated 23rd July, 2009. A copy of the OM is enclosed for reference please.

2. Attention is also invited to the Annexure III enclosed with the above cited OM in which the time-schedule for preparation/completion of APAR has been explained by the DOP&T. As per this schedule, the writing of APAR must be completed by 31st July of the financial year where there is no accepting authority. Where there is Accepting Authority, the writing of APAR must be completed by 31st August of the financial year. In any case the APAR in new FORMAT (prescribed by DOP&T) for the year 2009-10 must be sent to the DOT HQ by 31st July, 2010/31st August, 2010 after disclosing the APAR to the officers reported upon and completion of all action in compliance with the DOP&T OM dated 14.5.2009. In this connection, this office letter dated 16.3.2010 refers to.(copy enclosed).

3. This may also be brought to the notice of all concerned authorities that two copies of APAR must be filled up and getting reported and reviewed – one copy of APAR be sent to DOT HQ after disclosing the APAR and all action completed in compliance to the DOP&T OM dated 14.5.2009 and second copy should be maintained in the Circle ACR dossier maintained by the Circle

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authorities. You may also kindly notice that a **CERTIFICATE** regarding disclosing of APARs and all action taken in compliance to the DOP&T OM dated 14.5.2009 has been inserted in the new FORMAT. It is, therefore, requested that it must be ensured that while sending the DOT copy of APARs to DOT HQ, this certificate must be duly filled up to avoid the difficulties in obtaining the APAR certificates from the different fields/units. In the absence of this certificate, the APAR will not be accepted by DOT. .

The above directions may kindly be brought to the notice of all concerned officers/authorities.

Yours faithfully,


(R.R. Tiwari)
Director(Staff)

Encl: As above

Copy to:-

1. OL Section for Hindi version of the letter.
2. Director(IT), DOT for posting on website along with Colour Scanned copies of APAR on DOT web site.

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ESTT (A) Pt-II

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:-

- 539/NS(A) (Pt-II) / 09
28/7/2009
- (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.
- 18
27/7/09
114/1A (Pt-II) / 09
27/7/09
- (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.
- 539/NS(A) (Pt-II) / 09
27/7/09
114/1A (Pt-II) / 09
27/7/09
114/1A (Pt-II) / 09
27/7/09
- (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

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Annexure-1

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			

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

MOST URGENT

No.CS/Adv.(HRD) /APARs/2009-10
Government of India
Ministry of Communications & IT
Department of Telecom
Confidential Cell
(O/o Advisor(HRD))
Ground Floor, Sanchar Bhavan
20, Ashoka Road, New Delhi-110001

Dated: 16.03.2010

To

1. The Chairman & Managing Director
BSNL, MTNL Delhi/TCIL

2. The Secretary,
TRAI

3. Sr.DDG
Telecom Engineering Centre

4 All CGMs in BSNL.
(As per list)

Subject: Annual **Performance** Appraisal Reports – communication of all entries for fairness and transparency in public administration – certificate regarding.

Sir,

This is regarding the disclosure of APARs(earlier ACRs) from the year 2008-09 onwards to the respective officer in your office in compliance with the decisions of the Government contained in the Deptt. of Personnel & Training OM No.21011/1/2005-Estt(A)(Pt.III) dated the 14th May, 2009(copy.enclosed)

2. In this connection, it is requested that as already explained in Para 2 of this office letter dated 1st June, 2009 the action in respect of receipt of completed APAR, disclosure of APAR to the officer reported upon, receipt of representation from the officer reported upon and disposal of the representation shall be taken by the office/section (entrusted with maintenance of APARs) of the concerned Circle/District/field unit of BSNL/MTNL/TCIL/TEC.

3. Further, it is requested that the section/office (entrusted with maintenance of APARs) of the concerned Circle/District/Unit may be given a direction that in future

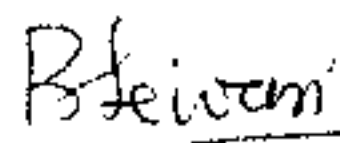
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while sending the DOT copy of APARs of the officers working in your field units, the APAR of each of the officer should include a certificate to the effect that the "APAR for the period ----- has been disclosed to the officer concerned and action in compliance to the DOP&T OM dated 14.5.2009 have been completed.. In the absence of this certificate the APARs will not be accepted by the Confidential Cell, DOT, A copy of the certificate to be enclosed in each APAR is enclosed.

4. It may also be brought to your kind notice in future DPC proposals considering the APAR from the year 2008-09 onwards can be processed with UPSC only if the above disclosure certificates will be attached with the APARs of the individual officers

5. It is, therefore, requested that the above mentioned guidelines may kindly be followed in future and certificate must be accompanied with the APARs of the each of the officer..in compliance with the DOP&T O.M. dated 14.5.2009. to avoid any delay in convening the DPCs. **The APARs not accompanied with the certificate mentioned in Para 3 shall not be accepted by DOT.**

Yours faithfully,


(R.R. Tiwari)
Director(Staff)

Encl: a/a

(10)

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, 14th May, 2009

OFFICE MEMORANDUM

Subject:- Maintenance and preparation of Annual Performance Appraisal Reports-
communication of all entries for fairness and transparency in public
administration.

The undersigned is directed to invite the attention of the Ministries/Departments to the existing provisions in regard to preparation and maintenance of Annual Confidential Reports which inter-alia provide that only adverse remarks should be communicated to the officer reported upon for representation, if any. The Supreme Court has held in their judgement dated 12.5.2008 in the case of Dev Dutt vs Union of India (Civil Appeal No.7631 of 2002) that the object of writing the confidential report and making entries is to give an opportunity to the public servant to improve the performance. The 2nd Administrative Reforms Commission in their 10th Report has also recommended that the performance appraisal system for all services be made more consultative and transparent on the lines of the PAR of the All India Services.

2. Keeping in view the above position, the matter regarding communication of entries in the ACRs in the case of civil services under the Government of India has been further reviewed and the undersigned is directed to convey the following decisions of the Government:-

- (i) The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
- (ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
- (iii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- (iv) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

For M. N.

Bt
25.5.09

CA/CS(SAG/SGT)/ADG(SAG)

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- (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1st April 2009.
 - (vi) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
 - (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.
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:-

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- (e) All Staff Members of Departmental Council (JCM).
- (f) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (g) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T.
- (h) Hindi Section for Hindi version of the O.M.

CERTIFICATE

This is to certify that the APAR (earlier ACR) for the period -----has been disclosed to Shri/Smt. -----, St.No. ----- and all actions in compliance to the DOP&T O.M. No.21011/1/2005-Estt.(A) (Pt.III) dated 14th May, 2009 in connection with the Annual Performance Appraisal Report of the officer working in ----- Circle have been completed.

**Signature of the Incharge entrusted with the
responsibility of maintenance of APAR in the
Field unit/Circle/Distt.**

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