Whise by of Personnel Promod from ear (Department of Personnel and training)

> Lok Mayak Bhawan, Khao Maket New Delhi dated 31 ⁴ May 2010

OFFICE MEMORANDUM

Subject: Annual Performance Appraisal Report for the employees of non-statutory Canteens/Tiffin Rooms located in Central Government Offices — Matter Regarding.

The undersigned is directed to forward herewith a copy of the Format of Annual Performance Assessment Report, as framed in light of the instructions issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions vide O.M. No 21011/1/2005 Estt.(A) (Pt.II), dated 23rd July, 2009, keeping in view the functioning of the canteen staff, working in non-statutory Canteens/Tiffin Rooms, located in Central Government Offices and to state as under:

- (i) A provision has been 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.
- (ii) Numerical gradings are to be awarded by the 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 grading
- (iii) The format for the purpose of numerical grading in the areas of work output, assessment of personal attributes and assessment of functional competency is in Part-3. The overall grading on a score of 1-10 will have 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 the proportion to the weightage assigned.



- (iv) A schedule for completion of all activities or lating to the APAF is given in America II.
- The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards.
- 3. All Ministries/Departments are requested to bring the above instruction to the notice of all the officers under them for strict implementation.
- 4. Hindi version will follow

(Rajiv Manjhi)
Director(Canteens)

To:

- All Ministries/Departments of the Government of India. (Director/Deputy Secretaries Incharge, Administrative Division, as per standard list).
- President's Secretariat, Rashtrapati Bhawan, New Delhi.
- 3. Vice-President's Secretariat, Maulana Azad Road, New Delhi.
- 4. Cabinet Secretariat, New Delhi.
- 5. Director (Admn.), DOPT, North Block, New Delhi.
- 6. Comptroller & Auditor General of India, New Delhi.
- Director of Audit, Central Revenue, New Delhi.
- 8. Controller General of Accounts, Bahadur Shah Zafar Marg, New Delhi.
- Supreme Court of India, Tilak Marg, New Delhi.
- 10. High Court of Delhi, Sher Shah Road, New Delhi.
- Controller General of Defence Accounts, R.K. Puram, West Block, New Delhi.
- 12. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi-110011.
- 13. Administrator, all Union Territories as per the standard list.
- 14. Section Officer(Canteens), with 50 spare copies.
- 15. NIC(DOPT), Lok Nayak Bhawan for uploading website.

Annual Performance Appraisal Report

for

Group 'B' Officers of Departmental Canteens

(General Manager, Deputy General Manager, Manager Grade It and Manager cum Accountant)

Name of	
Officer	
Report for the year/period	
ending	

Annual Performance Appraisal Report of Group B' Offices of Department of Contents

(General Manager, Deputy General Manager Manager Grade It and Manager com Accountant)

Report for the year/period ending

PERSONAL DATA

Part-1

(To be filled in by the Administrative Section concerned of the Ministry/Department/Office) Name of Officer Date of Birth (DD/MM/YYYY) 2. Whether the officer belongs to SC/ST 3. Whether permanent, temporary or 4. officiating Section (s) in which served during the 5. year under report and period of service in each Date of continuous appointment to the Date Grade 6. present grade Present post and date of appointment Post Date 7. thereto Period of absence from duty (on 8. training, leave etc.) during the year/period. If he has undergone training specify.

(Please read carefully the instructions before analogy the corne.)

Brief descript	ion of duties	
		NOTE THE PERSON

Please specify targets/objectives/goals (in quantitative or other terms) of canteens etc. work
you set for yourself or that were set for you, eight to ten items of work in the order of priority
and your achievement against each target.

Targets/Objectives/Goals	Achievements	
000		

Note: (i) The targets as set in 'Annual Action Plan' by the concerned Admn. of the organisation should be reflected in the above table.

(ii) The targets/objectives must include level of clientele served.

to instem / Pieara: specify coastra	into it my manter you the target
(B) Please also indicate items	in which there have been significantly high achieve
your contribution thereto	
Description of the second	
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	espens and nevert makes excitation (as)
Please state whether the annual ret	urn on immovable property for the preceding calend
was filed within the prescribed date	i.e. 31 st January of the year following the calendar y
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was filed within the prescribed date	i.e. 31 st January of the year following the calendar y

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Numerical grading is not a assential by the position and to an away in the style to the forest terms of 1.10, where the first limits however grade and Refor the highest

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(A) Assessment of work output (weightage to this fee tran would be \$6%)

	Regioning Authority	Reviewing Authority (Reter Eura 2 of Part 5)	Tentral of To vie sviny
			Anthority
(i) Accomplishment of planned work/work allotted as per subjects allotted			
(ii) Contribution in ensuring quality of			
Food/Food items/Materials			
(iii) Ability to handle canteen work			
(iv) Action taken to comply with			
hygiene/cleanliness norms as exist or as			
proposed to be instituted.			
Overall Grading on 'Work Output'	marine es	and the second to the	
or being overable age to account the party of the party o	San	1	

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Level of knowledge of functions related to job/post in the canteens			
(ii) Attitude towards work			
(iii) Responsiveness			
(iv) Maintenance of Discipline			
(v) Communication skills			
(vi) Initiatives taken to run the canteen			
(vii) Capacity to work in team	/ Similarings	I will work the posters.	
(viii) Capacity to adhere to time- schedule	Phote oxder	To an in the color plant	
(ix) Initiative to change with regard to taste and type of food etc. demanded			
(x) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

1		Reporting	to be very material	tents also di
1		Authority	(Refer to a death or a)	Ko an wang
1				Authority
10) Knowledge of Rules/ Regulations/			
	rocedures in the area of functions and			
	bility to apply them correctly for			
	nanaging canteen affairs more effectively			
	nd smoothly.			
	Ability to meet the immediate and			
	me bound requirement of higher level			
1111	fficers.			
(11				
1	ilisation of available staff to meet the			
da	ay to day requirement.			
(iv	Co-ordinating and prioritising the			
w	ork.			
(v)	Ability to motivate and develop		thaned as his principles.	2
co	nfidence in subordinate staff to	minister per se	Restauting area of the profession	
ac	hieve the targets fixed in the 'Annual	t which there have	STREET TO LOSE & LANS BOAT	
1	ork Plan'.			
(vi) Initiative taken to improve the			
	andard performance of the canteen.			
	erall Grading on 'Functional			
	mpetency'			
CO	Impetency			
Par	rt - 4	GENERAL		
rai	(-4	OLIVEIVAL		
1.	Attitude towards weaker sections in	cluding SC/STA	Nomen/Persons with Dis	ability
1.	Actitude towards weaker sections in	icidallig 3c/31/1	Women's ersons with bis	ability.
	(Please comment on the Officer's ac	ressibility to th	e public and responsiven	ess to their needs)
	(Freeze comment on the officer 3 de	ocssibility to th	e public una responsiven	ess to their needs,
_	w-tales			
2.	Training			
	tot i i i i			
	(Please give recommendations for tr	aining with a vi	ew to further improving	the effectiveness
	and capabilities of the Officer).			
	THE PROPERTY OF STREET, STREET			1 97613

4. Inter	grity	
	(Please comment on the	he integrity of the Officer)
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1		the female philip police exercises to
		with streets of the streets and the street of the
5.		ng Officer (in about 100 words) on the overall qualities of the officer
	including area of stren	ngths and weaknesses, extraordinary achievements, significant failures
	(ref 3(A) & 3(B) of Part	(2) and attitude towards weaker sections.
1		total programs to sound policinal total
1		Alternatives with the annual process and the second
1		Established to probable the same
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y may		WATER DE WATER DE CONTRACTOR D
an el sa		Selb of wife foreign a nearly XI and an immercial sequent
6.	Overall numerical gradii	ng on the basis of weightage given in Section A, B and C in Part-3 of the
	Report.	
		Signature of the Reporting Officer
		of reading of the transferred and the training read to the state of the sales
Place :		Name In Block Letters:
Date :		Designation during the period of Report:

1	REMARKS OF THE REVIEWING CHETCHE
	Length of service under the Reviewing Offices
the	Do you agree with the assessment made by the reporting officer with respect to the work output in various attributes in Part = 3.8. Part 4.7 Do you agree with the accessment of reporting officer occit of extraordinary achievements/significant failures of the officer reported upons (RC4. Pare
100000	(iv) and Part -4(5)
	Agree fully Agree partly Do not agree Agree to a great extent
a:	n case you do not agree with any of the numerical assessments attributes please record you sessment in the column provided for you in that section and mitial your entries, you may mention the embere also.
3. In	case of disagreement please specify the reasons. Is there anything you wish to modify or add ?
	Please comment (in about 100 words) on the overall qualities of the officer including area of gths and lesser strength and his attitude towards weaker sections.

Part 3 of the Report			
			Sugrature of the Rese wing Officer
•			
Place		Name in Block t	etters
Date :		Designation dur	ing the period
		of Report :	
	150 N ANDROP		

Overall numerical grading can the bird or an english gradient with many and engine and an engine of

Guidelines regarding bling up of APAR with numerical grading

- (i) The columns in the APAR, whichever are applicable as per the job requirement of the posts should be filled in with due care and attention and after devoting adequate trace.
- (ii) It is expected that any grading below 4(against work output or attributes or overall gradie) would be adequately restited in the comments by way of specific failures and similarly, any grade of 9 or 10 should be justified with respect to specific accomplishment. Grades of 1.7 or 9-10 are expected to be rare occurrences and hence there is a 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 by 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 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".

5.No	Activity	Date by which to be completed
1.	Distribution of blank APAR James to all	1 31 March
	concerned(i.e to officer to be	(the may be completed concower to also)
	reported upon where self-appraisal	It has all the course of the c
	has to be given and to reporting	
-	officers where self-appearad is not to	
	be given).	
2.	Submission of self-appraisal to	15th April
	reporting officer by officer to be	a flow at those at a standard
	reported upon (where applicable)	to past all of that respect our D4-D and
3.	Submission of report by reporting	30 th June
	officer to reviewing officer	And the parties of the control of th
4.	Report to be completed by Reviewing	31" July.
	Officer and to be sent to	The same of the sa
	Administration or CR Section/Cell or	and the state of t
	accepting authority, wherever	and the life speed and and the space of the
	provided	A la mane
5.	Appraisal by accepting authority,	31 st August
	wherever provided	
6.	(a) Disclosure to the officer reported	01 st September
	upon where there is no accepting	
	authority	
	(b) Disclosure to the officer reported	15 th September
	upon where there is accepting	
	authority	
7	Receipt of representation, if any, on	15 days from the date of receipt of communication
	APAR	as any main are dute or receipt or communication
8.	Forwarding of representations of the	
0.	competent authority	
	competent buthonly	
- 1	(a) where there is no accepting	21st September
1	authority for APAR	21 September
1	outlong to A All	
	(b) Where there is accepting	06 th October
	authority for APAR	ov october
		Within one month from the date of receipt of
	Disposal of representation by the	Within one month from the date of receipt of
_	competent authority	representation.
-	Communication of the decision of the	15 th November
	competent authority on the	
-	representation by the APAR Cell	a a th a second and a second a second and a second a second and a second a second and a second a second a second a second and a second a second a second a second and a second a second a s
	End of entire APAR process, after	30 th November
1	which the APAR will be finally taken	
1	on record	

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Group 'C' Officers of Departmental Canteens

(For Canteen Attendant, Assistant Halwar cum Cook, Halwar cum Cook)

Name of
Officer.....

Report for the year/period ending.....

Lines

Annual Performance Appraisal Report of Cocop C Officers of Departmental Castern (For Canteen Attendant, Assistant Haliwas come Cook, Haliwas come Cook)

Report for the year/period ending

PERSONAL DATA

Part-1

(To be filled in by the Administrative Section concerned of the Ministry/Department/Office)

- Name of Officer 1. (in words). Date of Birth (DD/MM/YYYY) 2. Whether the officer belongs to SC/ST 3. Whether permanent, temporary or 4. officiating Section (s) in which served during the 5. year under report and period of service in each Grade Date of continuous appointment to the Date 6. present grade Date Present post and date of appointment Post 7. thereto
- Period of absence from duty (on training, leave etc.) during the year/period. If he has undergone training specify.

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 Please also indicate items in which there have been appolicantly higher achievements and your contribution thereto

Note: (i) The targets as set in 'Annual Action Plan' by the concerned Admn. of the organisation should be reflected in the above table.

(ii) The targets/objectives must include level of clientele served.

Date.....

Signature of officer reported upon

Numerical grading is to be awarded by Reporting and Removing To Continue and the first of a series of 1.10, where I refers to the fewer Egrade and 10 to the higher.

(Please read care fully the guideline, before filling (for entire))

(A) Assessment of work output (weightage to the Santisan would be 40%).

	Reporting	Reviewing Authority (Refer Paric? of Parity)	tentral of Reviewing
(i) Accomplishment of planned work/work allotted as per subjects allotted		control of the second	Authority
(ii) Contribution in ensuring quality of Food/Food items/Materials	lenos	mer no podené	760 FE
(iii) Ability to handle canteen work			
(iv) Action taken to comply with hygiene/cleanliness-norms as exist or as proposed to be instituted.	10-		a- nev
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Level of knowledge of functions related to job/post in the canteens			Addioney
(ii) Attitude towards work			
(iii) Responsiveness		Billions	7 L S
(iv) Maintenance of Discipline	gardigal (chan	a kabasana com programa	
(v) Communication skills			
(vi) Initiatives taken to run the canteen			
(vii) Capacity to work in team			
(viii) Capacity to adhere to time- schedule			
(ix) Initiative to change with regard to			
taste and type of food etc. demanded			
x) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

	Reporting		founded
	Authority	a file to extra a sold at at	Authority
(i) Work planning ability			- Committee
ry work planning donny		Designation of the second	
n) Decision making ability			
iii) Coordination ability	1		-
v) Initiative taken to improve the		The same of transition	
tandard/performance of the canteen			
	To see	The between the section	
overall Grading on Functional		demonstration	
ompetency'	1	Anne months of back at your	
art - 4	GENERAL		
Relations with the public (wherev	ver applicable)		
Relations with the public (wherev			
(Please comment on the Officer's	accessibility to		
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(Please comment on the Officer's Training {Please give recommendations for	accessibility to	the public and responsiver	ness to their
(Please comment on the Officer's Training {Please give recommendations for	accessibility to	the public and responsiver	ness to their
(Please comment on the Officer's Training {Please give recommendations for	accessibility to	the public and responsiver	ness to their

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	(Please comment on the integrity of the Officer)
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	Helle Parking Logicals
	CHARLES BOOK TO THE WAY THE TAX TO SEE THE SECOND SECURITY SECTION SEC
	and the state of t
5.	Comments by Reporting Officer (in about 100 words) on the overall qualities of the officer
J.	including area of strengths and lesser strength, extraordinary achievements, significant failures
	(ref 3(A) & 3(B) of Part (2) and attitude towards weaker sections
	owo sale to between COL security and description to page 1000000
	and a street of a street of a street of a street of the state of the s
	Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.
	Signature of the Reporting Office
ce :	Name In Block Letters:
te:	Designation during the period of Report:

Stare of bredth

PART 5					
FREMARKS OF THE RE	VII WING OFFICER				
rength of service und	les the Reviewing Office				
and the various attribut	tes in Part 3 & Part 4	* Do you	agree with	or with respect to the si the assessment of repor- officer reported upon? (tang alta e
	gree with any of the num umn provided for you in			ittributes please record y ial-your entries	Oth
	Yes	1	No	1	
3. In case of disagreen	nent please specify the	reasons. I	s there any	thing you wish to modify	or add ?
Attn	the return descript		Charts	HILL & MIE SHI	
				words) on the overall qua itude towards weaker sec	
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is a Civeral numerical grading on the last order	planer and a second	per contract of
Part 3 of the Report		
	Signature of the	Reviewing Others
and the state of the Company and all		
Place	Name in Block Letters	
Date:	Designation during the period	
	of Report	*******

Guidelines regarding filing up of APAR with numerical gradua-

- (i) The columns in the APAR whichever are applicable as per the job requirement of the posts should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading below 3(against week origin or attribute or overall grade) would be adequately justified in the comments by way of specific fadors, and annially any grade of 9 or 10 should be justified with respect to specific accomplishment. Grades of 1.2 or 9-10 are expected to be rare occurrences and hence there is a 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 by 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 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".

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all	31' March
	concerned(re to officer to be-	(this may be completed even assect a which
	reported upon where self-appraisal	
	has to be given and to reporting	
	officers where self appraisables not to	
	be given).	
2.	Submission of self-appraisal to	15 th April
	reporting officer by officer to be	
	reported upon (where applicable).	
3.	Submission of report by reporting	30 th June.
	officer to reviewing officer	
4.	Report to be completed by Reviewing	31" July.
	Officer and to be sent to	
	Administration or CR Section/Cell or	
	accepting authority, wherever	
	provided.	
5.	Appraisal by accepting authority,	31st August.
	wherever provided	- d -
6.	(a) Disclosure to the officer reported	01 st September
	upon where there is no accepting	
	authority	
		asth s
	(b) Disclosure to the officer reported	15 th September
	upon where there is accepting	
	authority	15 do a from the date of social of communication
7.		15 days from the date of receipt of communication
	APAR	
8.	Forwarding of representations of the	
	competent authority	
		21 st September
	(a) where there is no accepting	21 September
	authority for APAR	
	(h) Where there is acception	06 th October
	(b) Where there is accepting	00 October
0	authority for APAR	Within one month from the date of receipt of
9.	Disposal of representation by the	representation.
10	competent authority Communication of the decision of the	15 th November
10.		12 (40AEIIIDE)
	competent during on	
-	representation by the APAR Cell	30 th November
11.	End of entire APAR process, after	30 November
	which the APAR will be finally taken on record	
	Offictord	

Annual Performance Appara allo mat

for

Group 'C' Officers of Departmental Canteens

(For Clerk and Asstt. Manager cum Storekeeper)

Name of	
Officer	**********

Report for the year/period ending.....

Londes

Annual Performance Appraisal Report of Group + Officers of Ocparimental Cautes of (For Clerk and Assit Manager cum Stockheper)

Report for the year/period ending

PERCADION DATA

Part-1

(To be filled in by the Administrative Section concerned of the Ministry/Department/Office)

- Name of Officer
- Date of Birth (DD/MM/YYYY)

.... (in words)

- Whether the officer belongs to SC/ST
- Whether permanent, temporary or officiating
- Section (s) in which served during the year under report and period of service in each
- Date of continuous appointment to the present grade
- Present post and date of appointment thereto

Date

Grade

Post Date

 Period of absence from duty (on training, leave etc.) during the year/period. If he has undergone training specify.

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(Please read careful)	y the nestructions before making the color of
Brief description of duties.	

Please also indicate items in which there have been significantly higher achievements and your contribution thereto

Note: (i) The targets as set in 'Annual Action Plan' by the concerned Admn. of the organisation should be reflected in the above table.

(ii) The targets/objectives must include level of clientele served.

Date.....

Signature of officer reported upon

Numerical grading is to be awarded by Expecting and Reviewing Authority which its and to of 1.10, where I refers to the lowest grade and 10 to the tugte.

(Please read carefully the guidelines before filling the entire)

(A) Assessment of work output (weightage to the Section would be 40%)

	Reporting	(Refer Cara 2 of Part 5)	faiture of Reviewer
-		yi Marina inte	Authority
(i) Accomplishment of planned work/work allotted as per subjects allotted			190
(ii) Contribution in ensuring quality of Food/Food items/Materials	Bostovilla	- m - mm	
(iii) Ability to handle canteen work		You	(mprox)
(iv) Action taken to comply with hygiene/cleanliness-norms as exist or as proposed to be instituted.			S- 363
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Level of knowledge of functions related to job/post in the canteens			
(ii) Attitude towards work			
(iii) Responsiveness		phia	
(iv) Maintenance of Discipline	pridition as	Charles with the second	
(v) Communication skills			
(vi) Initiatives taken to run the canteen			
(vii) Capacity to work in team			
(viii) Capacity to adhere to time- schedule			
(ix) Initiative to change with regard to taste and type of food etc. demanded			
(x) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

	Reporting	1 Reviewing Authority	United of
	Authority	(Refer Para / of Car)	St. /st water
2			Antinody
Work planning ability		The same of the sa	
ii) Decision making ability			
iii) Coordination ability			
A faithful taken to improve the		trommolumo tra	a III
iv) Initiative taken to improve the		1911 911 197/1018 198	bertine
tandard/performance of the canteen			DOMESTIC:
Overall Grading on 'Functional		the avolument of polydical	S (9)
Overall Grading on 'Functional Competency'		Secretary Medical	to Thurst 1
ompetency		I so creating allered at yill	ten payle
art - 4	GENERAL		
Relations with the public (wherever	r applicable)		
(Please comment on the Officer's a		the public and responsiver	ness to their ne
		the public and responsiver	ness to their ne
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PART 5						
L REMARKS OF THE REV	ILVVING OTTETE					
Length of service und	er the Reviewing Off	te tet				
2. Do you agree with and the various attribut in respect of extraordin. 3(A)(iv) and Part -4(5))		t 4 ₹ Do you	ragres with	the assert	ment of report	iog office
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In case of disagreem Comments by Review he officer including area	ing Officer. Please c	comment (ir	about 100	words) on	the overall qua	lities of
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Guidelines regarding filing up of APAR with momental grading

- (i) The columns in the APAR, whichever are applicable is per the job requirement of the posts should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading below 4(against work output or attributes or overall grade) would be adequately justified in the comments by way of specific failures and similarly, any grade of 9 or 10 should be justified with respect to specific accomplishment. Grades of 1.2 or 9-10 are expected to be rare occurrences and hence there is a 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 laverage scores by empanciment/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 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"

SNO	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-appraised has to be given and to reporting	(the may be completed even a week coder)
-	officers where self-appraisal is not to be given).	
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	
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 fuly.
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority	01 ²¹ September
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations of the competent authority	
	(a) where there is no accepting authority for APAR	21st September
	(b) Where there is accepting authority for APAR	06 th October
	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
1	End of entire APAR process, after which the APAR will be finally taken on record	30 th November