

173/2010



भारतीय कृषि अनुसंधान परिषद्
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन : नई दिल्ली
KRISHI BHAVAN : NEW DELHI

F.No.2-1012010 – CR(A)&RTI

Dated: November 18, 2010

To

- (i) The Directors of all the ICAR Institutes, **Bureaux/ PDs/ NRCs/ ZPDs.**
- (ii) All Officers, Sections at ICAR Hqrs.

Subject:- Timely preparation and **proper** maintainance of APAR of the **employees/officers – rights of reporting/reviewing** officers – reg.

Sir ! Madam,

As you are aware that the performance of every Government servant is assessed annually through his confidential reports. The confidential report which has been modified as Annual Performance Assessment Report (APAR) plays an important role by providing the basic and vital inputs for assessing the performance of an officer. Hence, these reports are of immense importance in his career as well as for organization. Keeping this in view, clear cut guidelines have been laid down by the Govt. of India on the issue emphasizing timely reporting and review of ACRs. You may appreciate the fact that delay in writing of reports, causes hardship to the employees whose cases for confirmation, promotion, deputation to Ex-cadre posts etc. are due for consideration.

In order to streamline the process of recording of the APARs, your kind attention is drawn to DOP&T's O.M. No. 2101110212009 – Estt. (A) dated 16th February, 2009 (copy enclosed) which inter-alia prescribe a time-schedule for preparation of the confidential reports. In this regard, the instructions/guidelines issued by DoP&T have already been uploaded on our website for information and guidance of all concerned and circulars have been issued vide No.2-112009 – CR(A)&RTI dt. 25th August, 2009 and 5th may, 2010. A brochure on the subject issued by DoP&T has also been uploaded on Council's website vide No.2-1012010 – CR(A)&RTI dt. 2nd March. 2010 for information and guidance of all concerned. The instructions issued by DoP&T stipulate that the Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period and the Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period. It is therefore, requested that the procedure for completion of APARs as prescribed in the schedule may be adhered to strictly.

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If the officer reported upon fails to submit his/her APAR formats alongwith self-appraisal report to the Reporting Officer on time (as per time-schedule prescribed by DoP&T), in that case, the Reporting Officer can initiate his/her APAR ex-parte and submit the same to the Reviewing Officer for review, as prescribed under the rules.

Yours faithfully,



(K.N. CHOUDHARY)
UNDER SECRETARY(ADMN.)
Tel. 011-23386978

No. 21011/02/2009-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 16th February, 2009

OFFICE MEMORANDUM

Subject:- Timely preparation and proper maintenance of ACRs.

The undersigned is directed to say that this Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt.(A) dated 23.9.1985. The writing of ACR is a public trust and responsibility. All Ministries/Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M. dated 23.9.1985 are followed to ensure that ACRs are completed in time.

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 ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid O.M. dated 23.9.1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organization in the case of attached and subordinate offices, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30th June or 31st August as the case may be. The Secretary in the Department/Head of the organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

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3. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4 All the Ministries/Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organisation in the case of attached/subordinate offices and the Joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

5. Hindi version will follow.


(C.A. Subramanian)
Director

To
All Ministries/Departments of Govt. of India

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi
- 2) Union Public Service Commission
- 3) Central Vigilance Commission, New Delhi
- 4) Central Bureau of Investigation, New Delhi
- 5) Lok Sabha/Rajya Sabha Secretariat
- 6) All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
- 7) All officers and sections in the Ministry of Personnel, PG and Pension
- 8) NIC (DoP&T) for placing this Office Memorandum on the web-site of DoP&T
- 9) Hindi Section for Hindi version of the O.M.

TIME SCHEDULE FOR PREPARATION OF CONFIDENTIAL REPORTS

S.No.	Nature of Action	Date by which to be completed
1.	Distribution of blank CR 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 <ul style="list-style-type: none"> - Where self-appraisal by officer reported upon is prescribed. - Where self-appraisal by officer reported upon is not prescribed. - Where officer reported upon is himself a reporting officer for subordinates under him. 	7 th May 21 st April. 22 nd May.
4.	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell.	<ul style="list-style-type: none"> • 23rd May where the due date for the reporting officer is 7th May. • 7th May where the due date for the reporting officer is 21st April. • 5th June where the due date for the reporting officer is 22nd May

Important notice:

- (i) The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
- (ii) Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.