

A-48012/1/2024-ADMN
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
[Administration Section]

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 04th July, 2025

OFFICE MEMORANDUM

Subject: Compliance with DoPT guidelines on Recording of Remarks in Annual Performance Appraisal Reports (APARs) – reg.

It has recently come to notice that the Reviewing Officer downgraded the grading given by the Reporting Officer in an officer's APAR without recording any reasons for such downgrading. This omission violates the extant DoPT guidelines on APARs, as outlined in DoPT's OM No.21011/1/2005-Estt.(A)(Pt.II) dated May14,2009, and subsequent instructions. This action by the Reviewing Officer was challenged before the Hon'ble High Court of Delhi in the matter of *Shri Aabi Binju, Retired Scientist 'D', CSMRS vs. Union of India & Others* [W.P.(C)1164/2020] and was struck down being violative of DoPT's instructions.

2. In this context, it is reiterated that neither the Reporting Officer nor the Reviewing Officer, and indeed not even the Accepting Officer, can adopt an erratic or casual approach in evaluating the overall performance of an officer on various parameters of assessment. Further, the reviewing officer too cannot abdicate his/her responsibility by just putting a stamp of approval on the remarks given by the reporting officer. Simultaneously, he cannot record his disagreement with the remarks/grading of the reporting officer without spelling out the reasons for his disagreement. Also the overall grading should not be downgraded without proper justification.

3. Therefore, all the Reporting, Reviewing, and Accepting Officers under the Department of Water Resources, River Development & Ganga Rejuvenation are advised to strictly adhere to the provisions of the DoPT's guidelines while recording APARs to ensure fairness, transparency and to obviate any court case.


(Raju)

Under Secretary to the Government of India
Tel. No. 23738126

Copy to:

1. Organization heads.
2. PPS to Secretary (DoWR)/PPS to AS
3. All Wing/Division Heads in the Department of Water Resources, RD & GR
4. For uploading on Intranet.