

No. A. 28014/2/2015-Admn.  
Government of India  
Ministry of Water Resources  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 9<sup>th</sup> February, 2016

**Subject: Timely completion of Annual Performance Appraisal Reports (APARs) for year 2015-16 - detailed instructions/ timelines.**

The writing and review of APARs for the year ending 31<sup>st</sup> March, 2016 will shortly become due. The time-schedule prescribed by DOPT for completion of APARs is given in the enclosed Annexure. All officials are requested to kindly intimate the name of their respective Reporting and Reviewing Officers as per the proforma enclosed to this Section latest by 26.02.2016, positively, so that the blank APAR forms can be sent accordingly.

2. As per DOPT's O.M. No. 21011/02/2009-Estt. (A) dated 16.2.2009, it has been decided that the time-limits prescribed in the Annexure should be adhered to as far as possible. In case the APAR is not initiated by the Reporting Officer for any reason beyond 30<sup>th</sup> June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs 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 APAR beyond 31<sup>st</sup> August of the year in which the financial year ended. The names of those Group A and B Reporting Officers and Group A Reviewing Officers who have failed to initiate/ review the APARs even by 30<sup>th</sup> June or 31<sup>st</sup> August, as the case may be, will be brought to the notice of the Secretary in respect of the Ministry and Head of Organizations in respect of attached/ subordinate offices. 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 APARs within the due date and in the absence of proper justification, direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.

3. Moreover, DoPT has also decided vide its O.M. No. 21011/1/2009-Estt(A)-Part dated 1.2.2012 that Group 'A' Officers of Central Civil Services/ Posts of and above the age of 40 years will be covered by the Annual Medical Check-up scheme. Hence, all Group 'A' Officers above the age of 40 years are advised to undergo the Annual Medical Check-up and attach a copy of the summary of the Medical Report along with their APAR form at the time of submission of the same to their Reporting Officer.

4. All the officers are requested to keep the following points in mind at the time of writing of the APARs :-


- (a) All the columns have been properly filled in.
- (b) The Reporting Officers should ensure that the column pertaining to filing of Immovable Property Return is duly filled in by the officer reported upon, failing which the APAR of the officer should be returned for completion of the same.
- (c) The Reporting and Reviewing Officers should sign in blue ink and their stamp affixed at the appropriate places.
- (d) The numerical grading with reference to prescribed weightage should be calculated properly.
- (e) If the final grading in the APAR has been up-graded/ down-graded by the Reviewing Officer, then the grading for each attribute under Sections (A), (B) & (C) in Part-3 of the APAR should be clearly indicated and duly initialed by him.


5. All the Officers are, therefore, requested to kindly ensure that APARs for the year 2015-16 in respect of officials working under their administrative control are completed in accordance with the above schedule and the APARs get completed by 31<sup>st</sup> August, so that no occasion arises to take action under the aforesaid instructions dated 16.2.2009.

Encl: As above

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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 <sup>st</sup> 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 <sup>th</sup> April
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to sent to Administration or CR Section/ Cell or accepting authority, wherever provided	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> 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 <sup>st</sup> September  15 <sup>th</sup> 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  (b) where there is accepting authority for APAR	  21 <sup>st</sup> September  06 <sup>th</sup> 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 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November

PROFORMA

S. No.	Name	Designation	Wing/ Section	Date of Birth	Reporting Officer	Reviewing Officer	Period of APAR