

केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय - भारत सरकार)

केरेबो कांप्लेक्स, बी.टी.एम. लेआउट,
मडिवाला, बेंगलूरु-560 068.



CENTRAL SILK BOARD

(Ministry Of Textiles - Govt. of India)

CSB Complex, B.T.M. Layout,
Madiwala, Bengaluru-560 068.

No.CSB-8(1)/2022-ES.II

Date: 31/03/2022

To

All the CSB Institutes / Units (as per list enclosed)

Sir / Madam,

Sub: Time Schedule for preparation of APAR for the Reporting Year 2021-22 in respect of all the employees - Regarding.

* * * * *

I am directed to refer to the subject cited above and to enclose herewith the time schedule (Annexure I) for completion of all the activities relating to the APAR for the year 2021-22, for compliance. It has been once again noticed by the Competent Authority that the prescribed time schedule is not being followed by most of the Institutes and Units in completing the APARs in time every year even after reminding about the same several times, which is leading to delay in holding of DPC meeting and Screening Committee Meetings under MFCS, MACP and FR 56(J). Therefore, it is requested to kindly adhere to the time schedule strictly.

As per DoPT OM No. 21011/02/2009-Estt.(A), dated 16th February, 2009, the Head of the Organization may direct to call for the explanation of the 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. In case the Remarks / Assessment of the Reporting Officer / Reviewing Officer as the case may be have not been entered in the APAR due to the concerned Officer forfeiting his right to make any entry as per the provision in para 2 of the above said O.M, a certificate to this effect shall be added in his APAR for the relevant period. In case both the Reporting Officer and Reviewing Officer had forfeited their rights to enter any remarks, the APAR format with the Self appraisal given by the Officer to be reported upon will be placed before the Accepting Authority for completion in respect of Scientists and in respect of non-scientific staff, it will be placed before the Competent Authority for completion.

As regards furnishing Self-appraisal in the APAR format is concerned, the delay in submission of self appraisal should not be the cause of delay in writing APAR of any Officer / Official. The Reporting Officer should not delay the initiation of APAR for want of self-appraisal from the Officer/Official reported upon. In case, the Officer / Official reported upon does not furnish the Self-appraisal by due date, the Reporting Officer should take it upon himself / herself to remind the Officer reported upon in writing, asking him / her to submit the self-appraisal by a stipulated date. It should also be made clear in the reminder that if the Officer/ Official reported upon fails to submit the self-appraisal within the stipulated date, the report will be

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written without self-appraisal. If no self appraisal is received within the stipulated date, the Reporting Officer should obtain another blank APAR form from the concerned Administration Cell and proceed to write the report on the basis of his experience of the work and conduct of the Officer /Official reported upon. While doing so, he/she can also point out the failure of the Officer Reported Upon to submit his/her self-appraisal within the stipulated time. It is noticed that no serious action is being taken by the Reporting / Reviewing Officers in this regard. It is therefore reiterated that it will also be the duty of the Reporting and Reviewing Officers to see that the APARs are completed as per schedule and the APARs of all the subordinate Scientists / Officers & staff working under them are completed within the time schedule and submitted to the concerned Section, who will in turn check the same and forward to Central Office for further maintenance and record purpose. The above said instructions should be followed strictly.

From the year 2018-19, it has been decided by the Competent Authority, to introduce writing of APAR for the erstwhile Group 'D' employees who have been now covered under Group "C". Hence, it may kindly be noted that numerical components in APARs have to be written for all the Group "C" employees. However, as intimated earlier, the original APARs in respect of Multi Tasking Staff / Assistant Technicians and Technician, may kindly be retained at the respective Institutes / Stations after disclosure of the same to the concerned officials and certified photocopy of the same may kindly be sent to Central Office for taking the gradings on record.

It is noticed that APARs in respect of some of the Scientists have been disclosed without completion of the Acceptance portion. Further, it is also noticed that the Director of the concerned Institute is completing both the Reviewing and Acceptance portion, which is not correct. If any of the APAR of the scientific staff is being reported or Reviewed at Director's level, the same has to be forwarded to Central Office for completion of Reviewing / Acceptance portion by the Competent Authority

A list indicating the hierarchy of Reporting / Reviewing Officers and Accepting Authority for Scientific staff and Reporting & Reviewing Officers for all other Group **A, B & C** Officers / Staff is enclosed at (**Annexure II**) for strict compliance. It may also kindly be noted that the reporting should be done by the immediate Officer under whom the concerned Officer / Official is working and to be reviewed by an immediate higher level Officer to the Reporting Officer. No APARs should be completed by a person of the same rank even if any Scientist / Officer is holding the charge of the Station / Unit.

It may also kindly be noted that the reporting / reviewing should be completed by the retired officers within one month from the date of their retirement and for this purpose self-appraisal from the concerned should be obtained in advance. It is also the duty of the concerned Officer / Official to submit his/her self-appraisal to the Office where he / she is working without fail and in time, even if they are transferred. Besides, each Officer / Official may request the concerned Office for disclosure of the APAR, if not done.

As far as disposal of representations received from Officers / Officials for expunction of adverse remarks and modification of grading etc. at Institute level is concerned, it is stated that wherever the Director has not reviewed the APARs, the Director is Competent to dispose of such representations. After due consideration of representations and obtaining the comments from the concerned Reporting and Reviewing Officers, he may accept and modify the APAR or reject the representation. 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 under intimation to Central Office. A copy of the APAR may be retained at the Institute for reference and forwardal of original APAR to Central Office in any case should not be delayed on account of pendency of representations for disposal.



You are also requested to kindly instruct the concerned Officer / official to arrange for completion of the pending APARs, if any, for the previous years and arrange to send the same to this office at the earliest. As regards filling up of the Integrity column in APAR, the DoPT has issued OM dated 11.02.2016 (**Annexure III**), a copy of which is enclosed for compliance. Completion of the integrity column is mandatory. Circular dated 12/01/2021 issued by Central Office may also be kindly perused. If the integrity column is left blank, as per the said O.M., it is presumed that there persists some doubts and suspicion regarding the Officers / Officials Integrity and it will not be possible for the DPC or DSC to take a decision.

All the Reporting / Reviewing Officers are hereby requested to complete the APARs carefully and to see that the grading awarded and the remarks recorded in the APAR should have correlation. All the Reporting / Reviewing Officers are also hereby informed that the grading of "Very Good" is essential for considering grant of financial upgradation for the Scientists / Officers / Staff at all levels under MACP. In the case of promotion, the grading of Good is sufficient upto Deputy Director level and for promotion to Joint Director level and above the grading of Very Good is the benchmark. It is also noticed that some of the Reviewing Officers are downgrading the APAR gradings awarded by the Reporting Officer drastically without proper justification for the same. It is therefore requested that all the Reporting and Reviewing Officers should be judicious while writing the APARs.

It is also noticed regularly that in some cases the Reporting and Reviewing Officers have not mentioned their names in the APARs and have only affixed their signatures. The names of the Reviewing & Reporting Officers should be entered in the space provided and **affix their office seal for authenticity.**

Further, it has been noticed that some of the Officers / Officials have typed and pasted the Self Appraisal portion / Reporting portion / Reviewing Portion in their APARs which is not correct and such practices should be desisted henceforth and no additional sheets should be attached along with the APAR for completion of self-appraisal and it should be done within the space provided.

Apart from the above, from the year 2019-20, new guidelines have been issued by the DoPT vide Office Memorandum F.No. 21011/04/2019-Estt, A-II dated 24.09.2019 (**Annexure IV**) for reflection of utilization of Government-e-Market place (GeM) in the Annual Performance Report (APAR) for the Group 'A', Group 'B' and Group 'C' employees belonging to Central Civil Services (other than All India Services). The Officer Reported upon who is handling procurement from GeM portal, while recording self-appraisal in APAR Form against the column 'Targets/Objectives/Goals' shall specify the 'Total budget allocated for procurement by the Ministry/ Department/ Division/Section (as may be applicable in the case of the Officer Reported Upon) and against the corresponding column 'Achievements', the Officer reported upon shall indicate (i) total procurement through GeM portal made by him / her during the period of report, (ii) specifying the % of procurement through GeM portal, (iii) the procurements made outside GeM and the reasons there for; and (iv) steps taken for promotion of GeM in the Department / Division / Section. Similarly, the concerned Reporting and Reviewing Officers, shall, in general, while recording the numerical grading under "Work Output", "Personal Attributes" and "Functional Competency" in the APARs, wherever applicable, take into account the performance of the Officer reported upon for procurement of goods & services through GeM, in accordance with the extant instructions in force during the period of report. The remarks recorded by the Officer Reported upon in self appraisal against the targets and achievements on procurements made may specifically



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be taken into account by the Reporting and Reviewing Officers while according the numerical grading for items such as 'Accomplishment of planned work / work allotted as per subjects allotted' under Work Output and 'Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly' under Functional Competency. A reflection of the performance of the Officer Reported Upon (ORU) with reference to procurement through GeM or otherwise may also be recorded by the Reporting Officer in the pen picture. The APAR Format provided by **DoPT at Annexure – 1** of the above said O.M. is appended herewith, which may be used for the Officers / staff dealing with GeM portal procurements. However the Reviewing Portion will be the same, which has to be attached to the said APAR format.

While forwarding the completed APAR to Central Office, it may be clearly indicated in the letter whether APARs have been communicated to the concerned Officers / officials and the acknowledgements obtained from the concerned Officers / officials for having received the APAR copies for the concerned year/s may also be submitted to Central Office for perusal and record. Further, copies of the communication issued to the Officers and staff as well as intimation relating to the final disposal of the representation may be marked to Central Office for record purpose. These records are essential for placing before the Internal Screening Committee / DPC & DSC meetings as and when required to satisfy itself that the procedure has been followed. A statement indicating the names of Officers to whom copies of the APAR have been communicated, date of communication, whether they represented or not, date of representation, if any, date of disposal of representation may also be communicated to Central Office for perusal and record.

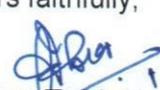
It is to inform further that all the **APAR forms should contain numerical components** and no other form should be used apart from the finalized version posted on CSB Website under Intranet login downloads. No APAR forms without numerical gradings or old APAR forms which do not contain numerical grading are to be used. It is also to mention here that **no APAR forms will be printed and supplied from Central Office.**

The Director/Unit In charge should ensure that Forms are served upon the Officer Reporting Upon (ORU) within the stipulated time limit and in turn it is also the responsibility of the ORU to collect the Forms from the Administration leaving no room for delays particularly when Officials are on Transfer/Tour/Leave, etc.

As far as any doubt / clarification in distribution and preparation of APARs for the 2021-22 is concerned, the Institutes / Units may contact the Establishment Section II, Central Office, CSB, Bengaluru.

Encl: As stated

Yours faithfully,


(Julian Tobias)

Joint Director (Admn.)

1.4.2022

List of the Institutes / Stations to which Letter No.CSB-8(1)/2022-ES.II Dated 31-03-2022 has been communicated

1. The Director, NSSO, Bengaluru
2. The Director, CSTRl, Bengaluru
3. The Director, CSR&TI, Mysuru
4. The Director, CSR&TI, Berhampore
5. The Director, CMER&TI, Lahdoigarh
6. The Director, CTR&TI, Ranchi
7. The Director, BTSSO, Bilaspur
8. The Director, CSR&TI, Pampore
9. The Director, CSGRC, Hosur
10. The Director I/C, SBRL, Bengaluru
11. The Scientist-D, MSSO, Guwahati
12. The Assistant Secretary (Tech.), RO, CSB, New Delhi
13. The Joint Secy. (Tech.), RO, CSB, Guwahati
14. The Assistant Director (Insp.), SMOI, CSB, Mumbai
15. The Joint Secretary (Tech.), RO, CSB, Kolkata
16. The Deputy Director (Insp.), RO, CSB, Hyderabad
17. The Deputy Director (Insp.), SMOI, Chennai
18. The TA (R&S). SMOI, Palakkad

Annexure – I

**Time schedule for preparation/completion of APAR
(Reporting year- Financial year)**

Sl. 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	01 st 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 to the competent authority	
	(a) where there is no accepting authority for APAR	21 st September
	(b) where there is accepting authority for APAR	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

HIERARCHY TO BE FOLLOWED FOR REPORTING / REVIEWING / ACCEPTING OF APARs

Accepting Portion has to be completed only for the Scientists. For all other Officers & Staff there will be only Reporting and Reviewing

A) SCIENTIFIC STAFF

Designation	Reporting	Reviewing	Accepting Authority
Director	Self appraisal to be submitted to Central Office		
Scientist-D	Director	Member-Secretary	Member-Secretary
Scientist-C	Scientist-D	Director / Director (Tech.)	Dir. (Tech.) / Member-Secretary
Scientist-B	Scientist-C	Scientist-D / Director	Director (Tech.) / Member-Secretary

B) TECHNICAL STAFF

Designation	Reporting	Reviewing
Joint Secy. (Tech.)	Director (Tech.)	Member-Secretary
Deputy Secretary (Tech)	Joint Secretary (Tech.) / Director (Tech.)	Director (Tech.) / Member-Secretary
Assistant Secretary (Tech.)	Deputy Secretary (Tech.)	Joint Secretary (Tech.) / Member-Secretary

C) ADMINISTRATIVE STAFF

Designation	Reporting	Reviewing
Director (Finance)	Member Secretary	Member Secretary
Joint Director (Admn.)	Member Secretary	Member Secretary
Deputy Director (A&A) / Deputy Director (Finance)	Joint Director (Admn.) / Joint Director (Finance) / Director	Director / Director (Finance) / Member-Secretary
Deputy Director (OL) in Mysuru	Director	Member-Secretary
Deputy Director (OL) in C.O.	Director (Tech)	Member-Secretary
Deputy Director (Publicity)	Director (Tech)	Member -Secretary
Deputy Director (Comp.) in C.O.	Joint Director (Admn.)	Member-Secretary
Deputy Director (Comp.) in Institutes	Scientist-D / Director	Director / Member-Secretary
Lib. & Info Officer	Scientist-D / Director	Director / Member-Secretary
Assistant Director (OL)	Deputy Director (OL) / Immediate Incharge Officer	Scientist-D / Director
Assistant Director (Comp.)	Deputy Director (Comp.)	Joint Director (Admn.) / Scientist-D / Director / Director (Tech)
Assistant Director (A&A)	Deputy Director (A&A) / Joint Director (Admn.) / Scientist-D (In-charge) / Director	Joint Director (Admn.) / Immediate In-charge Officer / Member-Secretary
Assistant Director (Pub.)	Deputy Director (Pub) / Director / Director (Tech.)	Director (Tech. / Member-Secretary

D) INSPECTION STAFF

Designation	Reporting	Reviewing
Inspector (Silk)	Asst. Dir. (Insp.) / Immediate In-charge Officer	Deputy Director (Insp.) / CEO, SMOI
Assistant Director (Insp.)	Deputy Director (Insp.) / Immediate In-charge Officer	CEO, SMOI / Member-Secretary
Deputy Director (Insp.)	Member-Secretary / CEO, SMOI	Member-Secretary

E) OTHER CADRES STAFF

Designation	Reporting	Reviewing
Scientist-D (S.M.)	Director / Director (Tech)	Member-Secretary
Scientist-D	Director	Member-Secretary
Scientist-C (S.M.)	Scientist-D	Director (Tech.)
Deputy Director (Stats.)	Scientist-D	Director / Director (Tech.)
Assistant Director (Stats.)	Deputy Director (Stats.) / immediate In-charge Officer	Director (Tech)
Asst. Exe. Engineer	In-charge Officer	Officer higher to Reporting Officer

F) SUPERINTENDENT AND BELOW

Designation	Reporting	Reviewing
Superintendent & Below	Immediate Officer under whom they are working	Officer one level higher to Reporting Officer

*Note: Wherever the reporting and reviewing as mentioned above are not available in the Institute / Station, the APARs have to be got completed from the Officer one grade / level above the rank of the Officer / official reported upon and the Reviewing Officer should also be of the rank one grade / level above the Reporting Officer. Necessary action as per rules will be taken to complete the APARs in respect of Directors, Joint Secretary (Tech.) & Joint Director (Admn.) at Central Office.

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केन्द्रीय रेशम बोर्ड / CENTRAL SILK BOARD

वस्त्र मंत्रालय (भारत सरकार) / MINISTRY OF TEXTILES (GOVT. OF INDIA)

बेंगलूरु / BENGALURU-560068

FOR THE OFFICERS/OFFICIAL WHO ARE DEALING WITH GEM PORTAL

Targets/Objective/Goals	Achievements
Procurements made through GeM portal (Wherever applicable)	
Total budget allocated for procurement	
Total procurement through GeM portal made by him/her during the period of report (in Rs.)	
% of procurement through GeM portal as against the budget indicated in the target	



(Handwritten signature)

Procurement made outside GeM portal and the reasons therefor	
Steps taken for promotion of GeM	

Please specify targets/objective/goals (in quantities or other terms) of 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.

स्थान Place:

दिनांक Date:

प्रतिवेदित अधिकारी/कर्मचारी के हस्ताक्षर
Signature of Officer/Official reported upon



No.21011/27/2015-Estt. (A-II)
Government of India
Ministry of Personnel, P. G. and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated: //February, 2016

Office Memorandum

Subject: Instructions/Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports-regarding.

The undersigned is directed to refer the existing instructions/ guidelines of this Department on filling up the column relating to integrity in ACRs (now APARs). It has been brought to the notice that many a time Reporting Officers do not make clear and categorical mention about the integrity of the officer reported upon. Further, it has also been seen that in case of doubt of integrity of the officer reported upon, the procedures prescribed for filling up the integrity column in APARs are not being followed appropriately.

2. Now, it has been decided to reiterate the followings instructions/guidelines contained in para 5.2 of this Department OM No. 51/5/72-Ests. (A) dated 20th May, 1972 on procedures prescribed for filling up the column relating to integrity in APARs:

(a) Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilised for filling the column about integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.

(b) The column pertaining to integrity in the character roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.

(c) A copy of the secret note should be sent together with the character roll to the next superior officers who should ensure that the follow-up action is taken with due expedition.

Contd.

(d) If, as a result of the follow-up action, an officer is exonerated, his integrity should be certified and an entry made in the character roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.

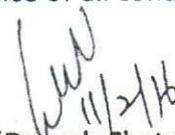
(e) There are occasions when a reporting officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Deptt. Such instances can occur when an officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely or when an officer has worked under the reporting officer only for a brief period or has been on long leave, etc. In all such cases, the reporting officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

(f) There may be cases in which after a secret report/note has been recorded expressing suspicion about an officer's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the officer's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

3. It is further conveyed that the remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer in one of three options mentioned below:

- (a) Beyond doubt.
- (b) Since the integrity of the officer is doubtful, a secret note is attached.
- (c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.

4. All Ministries/Departments are requested to bring it to the notice of all concerned for strict compliance.


(Devesh Chaturvedi)

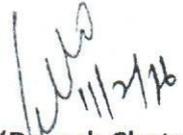
Joint Secretary to the Govt. of India

Ph. 23094398

All Ministries/Departments of the Govt. India
(As per standard list)

Copy also forwarded to:

1. Secretary General/Registrar General, Supreme Court of India.
2. Secretary General of Lok Sabha Secretariat/Rajya Sabha Secretariat.
3. Secretaries in President's Secretariat/Vice-President's Secretariat/Prime Minister's Officer/ Cabinet Secretariat/ Central Vigilance Commission/UPSC/NITI Aayog.
4. Comptroller and Auditor General of India, New Delhi.
5. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
6. Governors of all States/Lt. Governors of all Union Territories.
7. PS to Hon'ble MoS (PP), North Block, New Delhi.
8. Secretary, National Council of JCM (Staff Side), Feroz Shah Road, New Delhi.
9. All members of Staff Side of National Council of JCM/Departmental Council.
10. All Officers/Sections of Department of Personnel and Training/Department of Administrative Reforms and Public Grievances/Department of Pensions and Pensioners Welfare/PESB.
11. ✓ Director, NIC, DoP&T for uploading on the website of this Department under **OM & Orders-Establishment-ACR.**
12. 10 Spare copies.


(Devesh Chaturvedi)

Joint Secretary to the Govt. of India

F.No.21011/04/2019-Estt. A-II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 24 September, 2019

OFFICE MEMORANDUM

Subject: Reflection of utilization of Government e-Marketplace (GeM) in Annual Performance Assessment Report (APAR).

The undersigned is directed to say that Government e-Marketplace (GeM) portal facilitates online procurement of common use goods & services by various Government Ministries/Departments. Procurement of goods & services through GeM portal has been made mandatory by Government of India under Rule 149 of General Financial Rules, 2017, for goods and services available on GeM. GeM aims to enhance transparency, efficiency and speed in public procurement and to achieve the best value for money.

2. To ensure that this digital e-Commerce portal for procurement of goods and services is appropriately utilized by all the Ministries/Departments, it has been decided, with the approval of the competent authority, that a reflection of the work done through GeM by the Officer Reported Upon (ORU) shall be made in the APAR of Group 'A', Group 'B' and Group 'C' officers belonging to Central Civil Services (other than All India Services).

3. The ORU, who are handling procurement from GeM portal in their Ministry/Department/Organisation, while recording Self-appraisal in APAR form, against the column 'Targets/Objectives/Goals' shall specify the 'Total budget allocated for procurement by the Ministry/Department/Division/Section' (as may be applicable in the case of the ORU) and against the corresponding column 'Achievements', the ORU shall indicate (i) the 'Total procurement through GeM portal' made by him/her during the period of report, (ii) specifying the % of procurement through GeM portal, (iii) the procurements made outside GeM and the reasons therefor, and (iv) steps taken for promotion of GeM in the Ministry/Department/Division/Section.

4. The Reporting and Reviewing officers, shall, in general, while recording the numerical grading under 'Work Output', 'Personal Attributes' and 'Functional Competency' in the APARs, shall, wherever applicable, take into account the performance of the ORU for procurement of goods & services through GeM, in accordance with the extant instructions in force during the

period of report. Also, the remarks recorded by the ORU in Self-appraisal against Targets and Achievements on procurements made (as mentioned at para 3 above), may specifically be taken into account by the Reporting and Reviewing officers, while according numerical grading for items such as 'Accomplishment of planned work/work allotted as per subjects allotted' under Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Functional Competency. A reflection of the performance of the ORU with reference to procurement through GeM or otherwise may also be recorded by the Reporting Officer in the Pen Picture.

5. The above provisions would be applicable for APAR from the reporting year 2019-20 onwards. The APAR format may be modified accordingly in the manner indicated in Annexure-I. A sample format of Self-appraisal Section and Reporting Section of APAR is at Annexure-II for reference.

6. All Ministries/Departments are requested to bring the above instructions to the notice of all the offices under them for strict implementation.


(Kabindra Joshi)
Director

All Ministries/Departments of the Govt. of India
(As per standard list)

Copy to:

- 1) Secretary General/Registrar General, Supreme Court of India.
- 2) Secretary General of Lok Sabha Secretariat/Rajya Sabha Secretariat.
- 3) Secretaries in President's Secretariat / Vice-President's Secretariat/ Prime Minister's Office/ Cabinet Secretariat/ Central Vigilance Commission/UPSC/NITI Aayog.
- 4) The Comptroller and Auditor General of India, New Delhi.
- 5) Director, NIC, DoP&T for uploading on the website of this Department under Notifications/OM & Orders-Establishment-ACR.

Copy also to:

- 1) All attached offices under M/o Personnel, Public Grievances and Pensions.
- 2) Establishment Officer and Secretary, ACC.


(Kabindra Joshi)
Director

Annexure-I

(Annexure to DoPT O.M. No.21011/04/2019-Estt. A-II dated 24 September, 2019)
(For illustration only)

Part-2 Self-Appraisal -(To be filled up by Officer Reported Upon)

Instructions for Point No.2 as under:

“Please specify targets/objectives/goals (in quantitative or other terms) of 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 (Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

may be modified as:

“Please specify targets/objectives/goals (in quantitative or other terms) of 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 (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference.

Targets/Objectives/Goals	Achievements
➤	➤
➤	➤
↓ ↓ ↓	↓ ↓ ↓
➤ Procurements made through GeM portal (wherever applicable)	
(i) Total budget allocated for procurement by the Ministry/Department/Division/Section in Rupees (as may be applicable in the case of the Officer Reported Upon).	(i) Total procurement through GeM portal made by him/her during the period of report (in Rs.). (ii) % of procurement through GeM portal as against the budget indicated in the Target. (iii) Procurements made outside GeM portal and the reasons therefor. (iv) Steps taken for promotion of GeM in the Ministry/Department/ Division/Section.

Contd..

(Annexure to DoPT O.M. No. 21011/04/2019-Estt. A-II dated 24 September, 2019)
(For illustration only)

Part-3

Instructions before Numerical gradings may be modified to include the following:

"Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items 'Accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Assessment of Functional Competency."

Instructions before Pen Picture by Reporting officer may be modified to include the following:

"Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded"

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए

To be filled in by the Officer reported upon

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)

(Please read carefully the instructions before filling the entries.)

1. किए गए कार्यों का संक्षिप्त विवरण

Brief description of duties

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2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आपके लिए निर्धारित किए गए हों उन (परिमाण या अन्य रूप में) कार्यों की आठ-दस-सदें प्राथमिकता के आधार पर बनाएं और हरेक लक्ष्य की दृष्टि से अपनी उपलब्धि बताएं। (उदाहरण के लिए आपके प्रभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of 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. (Example: Annual Action Plan for your division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियाँ Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (ब) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

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

- 4 कृपया उल्लेख करें कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कलैण्डर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक
Date.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of officer reported upon.

भाग-3

Part-3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहां 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यान से पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का 40% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of part 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i). पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted.			
ii). कार्य-निष्पादन की कोटि Quality of output			
iii). विश्लेषणात्मक योग्यता Analytical ability			
iv). अपवादोत्कर्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed.			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of part 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i). कार्य की अभिवृत्ति Attitude to work			
ii). जिम्मेदारी का बोध Sense of responsibility			
iii). अनुशासन का अनुरक्षण Maintenance of Discipline			
iv). संप्रेषण क्षमताएं Communication Skills			
v). नेतृत्व गुण Leadership qualities			
vi). दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii). समय सारिणी का अनुसरण करने की क्षमता capacity to adhere to time-schedule			
viii). परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix). समय छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का भूल्यांकन (इस भाग का भार 30% होगा)
 © Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of part 5)	पुनर्विलोकन प्राधिकारी के आदेशकर्ता Initial of Reviewing Authority
i). नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulation/Procedures in the area of function and ability to apply them correctly.			
ii). नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii). निर्णय लेने की क्षमता Decision making ability			
iv). समन्वय क्षमता Coordination ability			
v). अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi). पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग-4
PART-4

सामान्य
GENERAL

1. जनता के साथ भागीदारी (जहां भी प्रयोज्य)
 Relations with the public (wherever applicable)
 (जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें)
 (Please comment on the Officer's accessibility to the public and responsiveness to their needs).

2. प्रशिक्षण
 Training.

(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer.)

3. स्वास्थ्य की स्थिति
State of health

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4. सत्य निष्ठा
Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)
(Please comment on the integrity of the Officer.)

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5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं (संदर्भ : भाग-2 का 3(अ) एवं 3(ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref.3(A) & 3(B) of Part-2) and attitude towards weaker sections.

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6. प्रतिवेदन के भाग-3 के खण्ड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

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प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान: Place.....	नाम साफ अक्षरों में Name in Block Letters:..... पदनाम : Designation:.....
दिनांक: Date:.....	प्रतिवेदन की अवधि में: During the period of Report.....