



भारत सरकार
Govt. of India

रक्षा लेखा महानियंत्रक कार्यालय
उलान बटार मार्ग, पालम, दिल्ली छावनी – 110010
प्रशासन (संगठन-भा.र.ले.से.) अनुभाग
Office of The Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt. – 110010
Admin (Estt.-IDAS) Section
वेबसाइट/website: www.cgda.nic.in



रक्षा मंत्रालय
Ministry of Defence

No.: IDAS-PAR0Corr(FY19)/1/2020-AN(E-IDAS)

Date: 13/04/2021

IMPORTANT CIRCULAR
THROUGH WEBSITE

To,

PAR Managers (for IDAS)
All IDAS officers

Sub: Performance Appraisal Report (PAR) for the year 2020-21 in respect of IDAS officers

As per DoPT OM No. 21011/01/2009-Estt.(A)-Part dated 11/03/2021, the PARs for the year 2020-21 are to be recorded and completed by the timelines prescribed in DoPT OM No. 21011/01/2005-Estt (A)(Pt.II) dated 23/07/2009. Copies of the both OMs are enclosed for ready reference for all concerned. As the due date for generation of PARs is 31/03/2021, the PAR Managers are requested to generate the PARs immediately, if not generated earlier.

2. **Strict Adherence of timelines:** Timelines for self-appraisal, reporting, reviewing and acceptance are sacrosanct. They cannot be violated by any authority at any stage. The timeframe prescribed by DoPT instructions have been given legal sanctity by several court judgments. Particularly in case of reporting and reviewing, if the same is not done in prescribed timeframe, courts have clearly ruled that APAR would be considered as 'NRC' for that year. Therefore, sanctity of timelines is of paramount importance.

3. **Force-forwarding of PAR:** It has been decided by the competent authority that the PARs, where self-appraisal or assessment i.e. reporting, review or acceptance is not completed by due dates, may be force-forward to the next level by the PAR Manager immediately after due dates. If a PAR is force-forwarded from both the reporting and reviewing authorities, it may be closed at that stage only and need not be sent to the accepting authority.

4. **Streamlining of 4-tier PARs:** PARs of some officers posted in Ordnance Factory setup are assessed in 4-tier channel as these are reported/ reviewed by two officers/ authorities. At present, there are no separate forms for these PARs and the reporting/ reviewing part is completed manually which may cause delays in the processing. Also, the timelines prescribed by DoPT do not have a provision for 2nd reporting/ 2nd review. To maintain punctuality in processing of such PARs, the competent authority has defined the timelines as under:

Activity (where applicable)	Due Date
PAR generation	31 st March
Self-appraisal	15 th April
1 st Reporting	15 th June
Reporting/2 nd Reporting	30 th June
1 st Review	24 th July
Review/2 nd Review	31 st July
Acceptance	31 st August



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To overcome the delays in manual processing of these PARs, new forms containing separate parts for 2nd reporting/ 2nd review are being incorporated on SPARROW. As incorporation of the forms is still under process, it is requested that the PARs may be generated in existing formats.

5. **Online processing of PARs:** All the PARs are to be generated online, except for the cases where the officer has been specifically exempted from recording the PAR online. All PARs which are generated online are to be processed online as well except for the parts where the assessing authority is a political authority or is not available on SPARROW. If the PAR manager is unable to locate any officer/authority on SPARROW, the respective assessment stage may be kept as manual and the same should be brought to the notice of this HQs through email on SPARROW.DAD@HUB.NIC.IN immediately without fail. If a part of a PAR is written manually, the PAR Manager should carefully check the manual part before uploading on SPARROW, especially the integrity column, if applicable.

6. **Generation of PARs for the officers posted on deputation:** As the PARs of the officers posted on deputation to various Ministries/ Departments (other than those posted in Ministry of Defence, UPSC and OFB) are generated centrally by this office, the officers were requested to provide requisite details for generation of their PARs vide this office email dated 26/03/2021. However, the same is still awaited from some officers. It is again requested to provide details for generation of PAR in the attached format immediately through e-mail on SPARROW.DAD@HUB.NIC.IN. The officers posted on deputation in MoD, UPSC and OFB are also requested to provide their details to the PAR Managers of MoD, UPSC and PCA (Fys) Kolkata respectively.

7. A strict compliance of the above may please be ensured.


(Manish)

Sr. ACGDA (Admin)

Sl. No.	Name of the Officer	Designation	Department	Remarks

No.21011/01/2009-Estt.(A)-Part
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
March 11, 2021

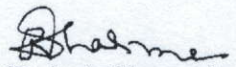
OFFICE MEMORANDUM

Subject: Extension of timelines for submission of summary of the Medical Report in respect of Group 'A' officers of Central Civil Services for the year 2020-2021 - reg.

The undersigned is directed to say that this Department *vide* OM No.21011/1/2009-Estt.(A)-Part dated 01.02.2012 introduced the scheme of Annual Medical Examination for the Group 'A' officers of Central Civil Services of age 40 years and above. As per the said OM, the officer concerned is required to attach a summary of the Medical Report with his/her APAR.

2. In view of the prevailing situation, it has been decided with approval of the competent authority to extend the last date for submission of summary of Medical Report by Group 'A' officers of Central Civil Services for the year 2020-2021 upto 30th June, 2021.

3. However, timelines for recording and completion of APAR for the year 2020- 2021, as laid down in this Department's OM No. 21011/01/2005-Estt(A)(Pt.II) dated 23rd July, 2009, remain unchanged.


(Rajesh Sharma)
Under Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India

Copy to:

1. EO Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT website.

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi,
23rd July, 2009

OFFICE MEMORANDUM

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-

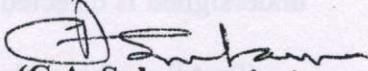
- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be 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.
- (iii) Numerical gradings are to be awarded by 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 gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 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 proportion to weightage assigned.

(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

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


(C.A. Subramanian)
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T

EsttE/ACR matters

Annexure-I

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the 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 for 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 6 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.

Annexure II**Assessment of work output (weightage to this Section would be 40%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on personal attributes			

EsttE/ACR matters

Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly. ii) Strategic planning ability iii) Decision making ability iv) Coordination ability v) Ability to motivate and develop subordinates Overall Grading on functional competency			

Annexure-III

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 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 (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 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 (a) where there is accepting authority for APAR	21 st September 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

FORMAT FOR PROVIDING DETAILS FOR PAR GENERATION

1. Officer's Name:
2. Designation:
3. Office where serving:
4. Period of Report:
5. Pay Level:
6. Basic Pay:
7. PAR Channel: 1-Tier/ 2-Tier/ 3-Tier (Tick whichever is applicable)
8. Workflow details:

Assessment Stage	Reporting	Review	Acceptance
Name of the Officer/ Authority			
Service, Batch & Cadre			
Designation			
Employee Code/ Email ID on SPARROW (if available)			

9. Leave Details:

Nature of Leave	From date	To date	Remarks

10. Training Details:

From date	To date	Subject	Institute