

No.5/2014/C.R. Cell
Government of India
(भारत सरकार)
Ministry of Agriculture
(कृषि मंत्रालय)
Department of Animal Husbandry, Dairying and Fisheries
(पशुपालन, डेयरी एवं मत्स्यपालन विभाग)

Krishi Bhawan, New Delhi
Dated. २७ .03.2014

OFFICE MEMORANDUM

Sub: Timely preparation and proper maintenance of APAR.

The undersigned is directed to say that the year 2013-2014 is drawing to a close and the process of completion of APARs for the year is to commence in view of the guidelines issued by the Government of India from time to time.

2. It has been seen in the past that the process of completion of APARs gets delayed for various reasons. This delay has adverse implications for processing the cases of MACP/Promotions of officials and taking further action regarding conveying disposal of adverse remarks, etc.

3. To improve this situation and further streamline the procedure for writing the APARs, the DoPT vide their O.M. No.21011/02/2009-Estt.(A) dated 16.02.2009 (copy enclosed) has prescribed a time-schedule for preparation of the confidential reports which may be scrupulously followed.

4. Further, DoPT vide their O.M. No.21011/1/2009-Estt.(A)-Part dated 01.02.2012 has introduced Annual Medical Examination for Group 'A' officers of Central Civil Services of age 40 years and above. The relevant orders in this regard may kindly be seen at DoPT's website <http://persmin.nin.in>, OMs & Orders, Establishment, ACR. All Group 'A' officers of age 40 years and above are requested to kindly get their medical examination done and submit the copy of the summary report along with their APAR to the Reporting Officer.

5. With a view to further streamline and speedup the process of completion of APARs, the Officers in Department of Animal Husbandry Dairying & Fisheries may download APARs form as applicable to them from the official website of this Department i.e. dahd.nici.in. → forms. APARs for all categories of the officers as available on the official website of DoPT have been uploaded on thereon. The Officers may fill in the basic details therein and send it to the Reporting Officer concerned under intimation to this Cell, in the enclosed proforma, who may in turn forward it to Reviewing Officer and so on.

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From pre-page.

6. It is, therefore, requested that the procedure for completion of APARs as prescribed in the schedule may be adhered to strictly. If the officer reported upon fails to submit his/her APAR formats along with self-appraisal report to the Reporting Officer on time (as per time-schedule), 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.


(Lalit Grover)

Under Secretary to the Government of India
Tel: 23383340

Encl: as stated.

All authorities concerned and staff.

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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.

Cond.3/-

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.

**No. 21011/1/2009-Estt (A)- Part
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)**

North Block, New Delhi, 1st February, 2012

OFFICE MEMORANDUM

**Subject:- Introduction of Annual Medical Examination for the Group 'A' officers
of Central Civil Services of age 40 years and above.**

The undersigned is directed to say that a scheme of Annual Medical Check-up is already operating in respect of All India Service officers. This Department had taken up the issue of covering Group 'A' officers of Central Civil Services/posts for Annual Medical Check-up in consultation with the Ministry of Health and Family Welfare and the Ministry of Finance (Department of Expenditure). It has now been decided 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. The following package rates for the above purpose have been approved:-

- (i) Annual Medical Examination of Men officers- Rs. 2000/-
(Rupees Two Thousand only)
- (ii) Annual Medical Examination of Women officers- Rs. 2200/-
(Rupees Two Thousand and Two Hundred only)

2. The regime of medical tests for the above purpose will be as given in the ANNEXURE-I.

3. The Ministry of Health and Family Welfare has informed that the above rates were offered to CGHS empanelled private hospitals in Delhi and NCR and the 26 hospitals given in ANNEXURE-II have accepted the offer and agreed to conduct the Annual Medical Examination of the Group 'A' Officers of Central Civil Services of 40

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years and above. The Ministry of Health and Family Welfare is in the process of empanelling hospitals in other CGHS cities on the same terms and conditions. In non-CGHS cities the offer is being made to the hospitals recognized under CS(MA) Rules, 1944. Ministry of Health and Family Welfare has indicated that it will require atleast three months time for empanelling the hospitals for other places outside Delhi/NCR where CGHS/CS(MA) recognized hospitals are available. This will be communicated later. There are places where there are no empanelled hospitals. In such places, the administrative Departments/offices may engage quality local hospitals on the same terms and conditions to get the Annual Medical Examination of their officers conducted subject to ceiling of Rs.2000 and Rs.2200/- for men and women officers respectively or actual whichever is less.

4. All Ministries/Departments are accordingly requested to cater the estimated expenditure in their budget for reimbursement of the amount to the concerned officer and implement the scheme during the financial year 2012-13 for the officers located in Delhi and NCR. Instructions with respect to officers located outside Delhi/NCR where CGHS/CS (MA) recognized hospitals are available would follow. The concerned officer may be handed over the copy of complete Medical Report and the summary of the Medical Report in the enclosed proforma (**Annexure-III**) separately prepared by the Medical Authority is to be attached to the APAR of the concerned officer.


(C.A. Subramanian)

Joint Secretary to the Government of India

To

All Ministries/Departments of Government of India

Copy to:-

President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Cabinet Secretariat/Election Commission/Lokk-Sabha Secretariat/Rajya Sabha Secretariat/ C&AG/UPSC/CIC/SSC.

2. Technical Director, NIC, Department of Personnel and Training for uploading the circular under the heading-'what is new' this Department's web-site immediately.

(SLIP-A)

Ministry/Deptt.

(To be filled by the Officer reported upon)

I _____ Designation _____ have submitted my APAR form for the period/year _____ to the Reporting Officer, namely, Shri/Ms. _____ Designation _____ (Tele _____) on _____ after completing Part-II of the APAR Form.

Signature: _____
Name: _____
Designation: _____
Division/Section: _____
Tele No.: _____
Date: _____

(SLIP-B)

Ministry/Deptt.

(To be filled by the Reporting Officer)

The undersigned has forwarded the APAR of Shri/Ms. _____ Designation _____ for the period/year _____ to the Reviewing Officer, namely, Shri/Ms. _____ Designation _____ on _____ after recording my comments as Reporting Officer.

Signature: _____
Name: _____
Designation: _____
Tele No.: _____
Date: _____

(SLIP-C)

Ministry/Deptt.

(To be filled by the Reviewing Officer)

APAR of Shri/Ms. _____ Designation _____ for the period/year _____ duly reported upon by the Reporting Officer and reviewed by the undersigned is forwarded herewith.

Signature: _____
Name: _____
Designation: _____
Tele No.: _____
Date: _____

APAR Cell