

Government of India  
Ministry of Mines  
Indian Bureau of Mines

No.A-28012/(2)/2016-17/Estt.A.

Nagpur, dated 15<sup>th</sup> May 17**CIRCULAR**

It has been observed that some of the officers / officials had submitted their Annual Performance Assessment Reports (APARs) beyond the stipulated time period, which causes constraints in dealing with the matters related to confirmation, promotion, grant of MACP etc. Moreover, the concerned Reporting Officers / Reviewing Officers had not adhered to the instructions as laid down by the DOP&T vide OMs No. 21011/02/2009/Estt.(A) dated 16/2/2009 and No. 21011/1/2005/Estt.(A)(Pt-II) dated 23.07.2009 and other relevant Orders / instructions etc. issued by the DOP&T from time to time in the matter. It has also been observed that in some cases, APARs of officers/officials contain discrepancies like inconsistency in pen picture and overall gradings etc. and are written / submitted without following the instructions/guidelines issued by the DOP&T. Such incomplete and inaccurate APARs are resulting in unwanted delays in completion of APARs of the officers/officials concerned.

In fact, the writing of APAR is a public trust and responsibility as the APAR provides the basic and vital inputs for assessing the performance of an officer / official and his advancement in the career as also to serve the data for judging his / her comparative merits when question arises of confirmation, promotion, grant of MACP, etc.. The non-adherence of the prescribed time schedule thus forfeits this basic objective.

(2) In this regard, the DOP&T OM dated 23.07.2009 *ibid* states that the officers / officials to be reported upon are required to submit their self Appraisal Reports to the Reporting Officer by 15<sup>th</sup> April of the APAR year. Thereafter, the Reporting Officer is required to submit the APAR duly completed on his/her part to the Reviewing Officer by 30<sup>th</sup> June of the APAR year. In pursuance the Reviewing Officer has to complete the APAR on his/her part by 31<sup>st</sup> July of the APAR year. As there is no system in vogue of having the Accepting Authority of APARs in IBM, the APARs so completed at the level of Reviewing Officer have to be disclosed to the concerned officers / officials reported upon by 1<sup>st</sup> September of the APAR year. After completion of all the formalities, the APARs are to be sent to the respective custodians thereof. The detailed time schedule for preparation / completion of APARs as issued by DOPT vide OM No. 21011/1/2005/Estt.(A)(Pt-II) dated 23.07.2009 is enclosed herewith for reference in the matter.

(3) As per DOP&T's O.M. No.35014/4/83-Estt.(A) dated 23<sup>rd</sup> September, 1985 "After the expiry of the first week of the time-schedule, if the self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the officer/official to be reported upon in writing, asking him to submit the self-appraisal. It should also be made clear in the reminder that if the officer/official to be reported upon fails to submit the self appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank APAR form 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 can also point out the failure of the officer/official reported upon to submit his/her self appraisal within the stipulated time. When the Reporting Officer completes his part of the report and submits the report to the Reviewing Officer for review, it shall be the duty of the Reviewing Officer to forward the complete APAR to the APAR Cell so as to reach them on or before the stipulated time".

(4) As per the DOP&T's OM No. 21011/02/2009-Estt.(A) dated 16.02.2009, " 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.

Further as per this O.M. dated 16.02.2009, "In case the remarks of the Reporting Officer or 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 as above, 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/official to be reported upon will be placed in his APAR dossier".

(5) As per Para 5.5. of the Brochure on Preparation & Maintenance of APAR for Central Civil Services, "Wherever there is any gap in the APAR during a particular reporting period, it is the responsibility of the officer-in-charge for maintaining the APAR to place a no report certificate indicating the reasons, e.g. the officer has not worked for minimum 3(three) months under a Reporting Officer; he was on leave / training during the period; he was on unauthorised absence if it is a fact; the APAR could not be completed by lapse of the time limit for making remarks by the retired reporting / reviewing officer etc."

In view of above, all the Reporting Officers / Reviewing Officers are requested to ensure that the APARs in respect of Group "A", "B", "B(NG)" & "C" officers/officials are completed in all respects within the stipulated time period. Thereafter, the APARs duly completed in **two sets (Original)** in respect of Group "A"& "B" officers, and in **single set (Original)** in respect of Group "B(NG)" & Group "C" officials shall be sent to the P.A. (Conf) to the CG, IBM and to the officer-in-charge, NG Section, IBM respectively with an endorsement to the Head of Office, IBM(HQ).

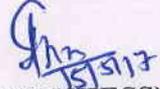
The blank APARs in respect of Group "A"& "B" officers and Group "B(NG)" & Group "C" officials respectively are enclosed herewith and also uploaded in the IBM's website for reference and further necessary action in the matter. The basic inputs like name, designation, date of birth, educational qualification, category etc. of the concerned officer/official may be obtained from the Seniority List as on the 1<sup>st</sup> April of the APAR year.

The officers/officials may download the respective blank APARs from the website of IBM and fill up accordingly. Though, the blank APARs for the year 2016-2017 have already been sent to all the officers/officials, however, the same as uploaded in the website may be used for the year 2016-2017 onwards by the officers/officials to be reported upon and the Reporting Officers/Reviewing Officers of IBM as the case may be.

For more information in this regard, the website of DOPT – [dopt.gov.in](http://dopt.gov.in) may be accessed accordingly.

This issues with the approval of Controller General, IBM

Encls: As above,

  
(IVAN KHESS)  
Controller of Mines (P&C)

To,

- (1) All the Divisional/Zonal/Regional/Sectional/RMPL Heads of IBM.
- (2) The Head of Office (HQ), IBM, Nagpur.
- (3) The SAO(NG)/AO(Gaz), IBM, Nagpur.
- (4) PA(Conf) to CG, IBM, Nagpur.
- (5) The OIC, TMIS, IBM, Nagpur for uploading this Circular along-with its enclosures(**Blank APARs and Time Schedule**) in the IBM's website.