

4. **Procedure and Guidelines for writing Annual Performance Appraisal Reports (APARs) of top management incumbents of Central Public Sector Enterprises (CPSEs)**

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The undersigned is directed to invite a reference to the guidelines issued by this Department vide its DO letter dated 5th April, 2010 (available on DPE website at the following link : http://dpe.nic.in/sites/upload_files/dpe/files/newgl/glch02f4.pdf) on the subject mentioned above.

2. The above guidelines are being implemented from the year 2010-11. With a view to ensure timely completion of APAR writing process as well as recording of the remarks by reporting/reviewing and accepting authority in the APARs, the implementation of the above guidelines was reviewed and the following changes in the existing guidelines have been approved.

- (i) The time schedule prescribed in Table No. 2 of para 4.1 of the existing guidelines has been advanced for the first two activities and the new cut-off dates would be as under:

Table No.2 - Schedule of commencement and completion of PARs

S. No.	Activity	Earlier Cut-off Date	New Cut-off Date
i)	Finalization of targets and relative weights by the Reporting Authority in consultation with the officer reported upon and sending a copy thereof to the Nodal officer for record	30th June	15th May
ii)	Nodal Officer will circulate one copy of blank PAR form to the officer reported upon specifying the Reporting, Reviewing and Accepting Authorities	30th September	31st July

All references to the above time-lines in the Guidelines would stand accordingly modified.

- (ii) Appendix I of the existing guidelines dated 5.4.2010 detailing the format of Annual Property return and all references to the format in the guidelines stands removed. The property return

will be filed as per procedure and format laid down in this regard and the date of filing property return will continue to get indicated in Col. 12 of the Personal Data.

- (iii) Appendix II of the existing guidelines dated 5.4.2010 detailing Medical checkup reports for various tests and all references to it stand deleted. Only part (C) of the appendix, i.e. Summary of the medical report is retained.
- (iv) A new para 6.3.1 is added after para 6.3 of the existing guidelines dated 5.4.2010 worded as under:

"In case the officer reported upon is getting retired before the time of initiation of APAR for that year, the APAR of concerned officer may be initiated, i.e. he/she may submit self-appraisal report, within one month of his/her retirement and MOU ratings may be included in APAR as and when they are available so that APAR could be then reviewed/accepted as per laid down timelines.
- (v) The following Explanation is added at the end of para 6 of the guidelines.

Explanation : For the purpose of these guidelines, a "Minister" shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was Minister with the same or a different portfolio provided the Prime Minister, continues in office.

- (vi) A new para 6.7 is added after existing para 6.6 (succeeding paras in the existing guidelines accordingly stand renumbered) worded as under:

"6.7 Where the reporting authority has not seen, but the reviewing authority has seen the performance of a member of the officer reported upon for at least three months during the period for which the performance appraisal report is to be written, the reviewing authority shall write the performance appraisal report of any such officer for any such period. Where, both the reporting authority and the reviewing authority have not seen and the accepting authority has seen the performance of the officer reported upon for at least three months during the period for which the performance appraisal report is to be written, the accepting authority shall write the performance appraisal of any such officer during such period. Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of the officer reported upon for at least three months during the period for which the report is to be written, the Nodal Officer shall make an entry to that effect in the performance appraisal report for any such period".

- (vii) The administrative Ministries/Departments concerned should advise Maharatna, Navratna, Miniratna and other profit making CPSEs under their respective administrative control to adopt IT enabled APAR system from the year 2015-16 on a trial basis and to fully implement the IT enabled APAR system depending upon the experience gained from such trials.

3. All administrative Ministries/Departments are requested to take necessary action and also bring the contents of this Office Memorandum to the notice of CPSEs under their respective administrative jurisdiction for information and compliance under intimation to this Department.

(DPE F No. 18(1)/2013-GM dated 2nd March 2015)
