

INDIAN AUDIT & ACCOUNTS DEPARTMENT
Office of the Principal Accountant General (A&E)-II, U. P.,
20 Sarojini Naidu Marg, Allahabad
कार्यालय प्र.महालेखाकार(लेखा एवं हकदारी) द्वितीय,उ.प्र.
20 सरोजिनी नायडू मार्ग, इलाहाबाद

REMINDER

No. AE II/03/DACC/APAR FORM/16/Gr -I/2019/Vol- I/329
(Through Official Website)

Date: 18 / 03 / 21

To,

All Executive Engineers(Reporting Officers)

Subject: Additional guideline for APARS reporting in respect of DAOs/DAs.

Sir,

I am to invite a reference to the letter No: AE-II/03/DACC/APAR FORM/16/Gr -I/2019/Vol- I/258 dated: 01/03/21 on the subject noted above vide which additional guidelines for APAR contained in the Circular No. 44-Staff(Disc.-I)/2020 of Comptroller & Auditor General of India, New Delhi, issued under letter No. 186-Staff(Disc-I)/06-2020 dated : 21.10.2020 were forwarded for compliance.

As per the said circular under reference above, targets, representing Key Result Areas, are to be fixed for all officers/officials to be reported upon by March 15 each year but the same have not been received in this office from your end till date.

It is therefore, requested to fix the targets representing Key Result Areas, for DAOs/DAs working under your control and forward the same to this office for onward submission to the office of the Comptroller & Auditor General of India, New Delhi.

Enclosure: As above.


Yours faithfully,


Deputy Accountant General(DACC)

of Date: 18 / 03 / 21

No. AE II/03/DACC/APAR FORM/16/Gr -I/2019/Vol- I/330

Sr. AO/Computer Cell with request to upload the above letter on official website.


CA TO DAG(DACC)
18-3-21

By Speed Post

Office of the Comptroller & Auditor General of India
New Delhi

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to be quoted or published elsewhere)

Circular No. 44 -Staff (Disc.-I)/2020

No. 186- Staff (Disc.-I)/06-2020

Dated 21.10.2020

To

1. All Heads of Department in IA&AD
(as per mailing list)
2. Principal Director (Headquarters)

Subject: **Performance Management System- 'macro profile review'.**

Sir/Madam,

Department of Personnel and Training vide its "Brochure on preparation & maintenance of APAR for central civil services" has issued detailed guidelines for preparation and maintenance of Annual Performance Appraisal Report (APAR) for central civil services. As per these guidelines, it is inter-alia laid that:

- i. Performance of government is ultimately the sum total of the performances of the individuals through which it functions. Government has, therefore, to know from time to time how its constituents function. This information is essential for proper personnel administration and management.
- ii. The system of APAR on the performance of government servants is a means to an end and not an end in itself. The ultimate goal is to optimise the achievement of government policies and programmes. This is possible only if the APAR leads to the optimization of the performance of the concerned government servants. The main focus of the Reporting Officer should, therefore, be developmental rather than judgemental. The APAR should be a true indicator of the achievement of the government servant; it should not be a mere tool to control or discipline him.
- iii. The Reporting Officer, at the beginning of the year has to set quantitative/physical targets in consultation with each of the government servants, whose report he is required to write. Performance appraisal is meant to be a joint exercise between the government servant reported upon and the Reporting Officer. While fixing the targets, priority should be assigned item-wise taking into consideration the nature and the area of work. The APAR is initiated by the government servant to be reported upon himself, who gives a brief description of his duties, specifies the targets set for him wherever applicable, achievements against each targets, the shortfalls, if any, constraints encountered and areas where the achievements have been greater.
- iv. The form in which the APARs are recorded may vary between different departments and between different levels of responsibility within a departmental hierarchy depending upon the nature of work and duties attached to various posts. However, each report should begin with the brief description of duties of the government servant reported upon, the quantitative/physical targets/objectives set for him and his achievements against each target and shortfalls with reference to the targets and the constraints encountered if any and items where the achievements have been significantly higher.
- v. The officer reported upon may be required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also

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mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area. The Reporting/Reviewing Officer may give specific comments on the requirement of skill upgradation for the officer reported upon and suggestions to achieve it.

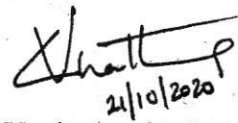
- vi. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.
- vii. The columns in the APAR should be filled with due care and attention and after devoting adequate time.

2. In view of the aforesaid guidelines, the competent authority has decided that Cadre Controlling Authorities in every office shall fix targets representing 'Key result areas' for all officers before March 15 each year, beginning with APAR reporting year 2021-22 and submit the same to the functional DAI/ADAI in Headquarters office by 30th of March every year.

3. A 'macro profile review' of performance reporting as per the details given in *Annexure 1* shall be introduced by the Heads of Department in IA&AD which will give an overall grading profile/curve at various levels of reporting. At the end of the APAR reporting year, a report of such review (*as per timeline given in Annexure 2*) may be submitted to the functional DAI/ADAI. This report should be objective and reflective of the performance of office/wing of the concerned Head of the Department. Therefore, the Head of the Department shall co-relate the profile/curve in relation to the performance of his/her office outputs, including audit reports.

Encl: Annexure 1 and 2.

Yours faithfully,



(V. S. Venkatanathan)

Assistant Comptroller & Auditor General (N)

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Annexure -2**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 (b) 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

Annexure 1

Classification of Post	Names of the posts	No. of employees.	APAR Grading			
			Less than 4	Between 4 and less than 6	Between 6 and less than 8	Between 8 to 10
Group A						
Group B						
Group C						