



महालेखाकार (लेखा एवं हक.) का कार्यालय, बिहार, पटना
OFFICE OF THE ACCOUNTANT GENERAL (A&E), BIHAR, PATNA.

O.O No. WM-II/23-24/APAR/ 19

Date: - 04/05/2023

Office Order

Subject: -Regarding the Annual Performance Appraisal Report (APAR) for the period of 2023.

The Annual Performance Appraisal Report for the period 2022-23 may be written/reviewed and make over finally as per under mentioned schedule and elucidated instructions:-

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms	20.04.2023 (distributed)
2.	Submission of self-appraisal	14.05.2023 (Revised)
3.	Submission of report by reporting officer (Executive Engineer)	30 June
4.	Report to be completed by the reviewing officer	31 July
5.	Disclosure to the officer reported upon	01 September
6.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
7.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
8.	End of entire APAR process	30 th November

Instructions

- 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 optimize 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 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 up gradation 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.



Dy. Accountant General

Memo No. WM-II/23-24/APAR/

dated:- 4.5.2023

Copy to: - **You are requested to issue direction to all field offices to comply with the above office order.**

1. Pr. Secretary/Secretary, Rural Works Department, Bihar, Patna
2. Pr. Secretary/Secretary, Public Health Department, Bihar, Patna.
3. Pr. Secretary/Secretary, Water Resources Department, Bihar, Patna.
4. Pr. Secretary/Secretary, Minor Irrigation Department, Bihar, Patna.
5. Pr. Secretary/Secretary, Building Construction Department, Bihar, Patna.
6. Pr. Secretary/Secretary, Road Construction Department, Bihar, Patna.
7. Pr. Secretary/Secretary, Planning and Development Department, Bihar, Patna.
8. Sectt. to DAG(W)

Dy. Accountant General