

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), KERALA,
THIRUVANANTHAPURAM

No. Sr. DAG (A)/C.Cell/APAR/2023-24/

Date: 23.02.2024

C I R C U L A R No. 100

1. Annual Performance Appraisal Report (APAR) is an important document. It provides the basis of vital inputs for assessing the performance of an officer and for his/her further advancements in his/her career. The officer reported upon should, therefore, undertake the duty of filling up Part II of the form with a high sense of responsibility.
2. Part II of the form is for self-appraisal and is required to be filled by the officers reported upon. He/ She is required to specify in that part of the format, in order of priority, eight to ten items of target/ objective/ goal in quantitative or other forms of work set by himself/ herself or where set for him/ her in the beginning of the reporting year and also to indicate his/ her achievements against each target/ goal/ objective highlighting areas where he/ she feels that he/she had made significant achievements and areas where he/ she feels that he/ she found certain constraints which affect the performance. **Self-appraisal should confine to the space allotted.**
3. Headquarters Office as per Circular letter No. 204-Staff (Disc.-I)/11-2020 dated 06.11.2020, has informed that it has been decided to introduce online recording of Annual Performance Appraisal Report (APAR) on 'SPARROW' (Smart Performance Appraisal Report Recording Online Window) for Senior Audit Officers in IA&AD beginning with the APAR reporting year 2020-21. Hence, APARs are not issued to Sr. AOs, except those who are on deputation to offices outside IA&AD.
4. Officials who have worked under more than one reporting officer for a period of three months or more should get separate APAR for separate periods from C. Cell.
5. The officer reported upon should submit the self-appraisal in Part II of the Annual Performance Assessment Report to the Reporting Officer by **25 April 2024**. If no self-appraisal is received by the stipulated time, the Reporting officer can obtain another blank APAR form and proceed to write the report on the basis of his/her experience of the work and conduct of the officer reported upon. While doing so he/she may also point out the failure of the officer reported upon to submit his/her self-appraisal within the stipulated time.
6. In Part III, the reporting officer may comment upon the performance of the officer reported upon after taking due note of the achievements reported by the officer in part II.
7. In the case of Group 'C' posts, only one APAR shall be written for each financial year by the Reporting Officer who has supervised the work of the official to be reported upon for the longer part of that year.
8. After completion of Part II by the officials concerned, the Reporting Officers are required to record entries in part III of the form and hand over the forms immediately to the Reviewing Officer concerned for review, in any case not later than **30 June 2024**. The Reporting Officers are also required to send to C.Cell a copy of the covering letter/ Note transferring the APARs to the Reviewing Officer for review wherein the details of the APARs are furnished.
9. On completion of the reporting/reviewing, the Reviewing Officers have to forward the completed APARs to C.Cell not later than **31 July 2024**. Thereafter, C.Cell will arrange to provide a copy of the duly reviewed APAR to the officials, through the Branch Officers concerned, with instruction to submit representation, if any, against the entries and the final grading within a period of 15 days from the date of receipt.

For processing of APARs, the following time schedule shall be strictly adhered to by all

Distribution of blank APAR forms to all concerned for writing the self-appraisal	31 March 2024
Submission of self-appraisal to Reporting Officer by officer to be reported upon	25 April 2024
Submission of report by Reporting Officer to Reviewing Officer	30 June 2024
Report to be completed by Reviewing Officer and to be sent to C. Cell	31 July 2024

10. 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 and Reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
11. Headquarters office vide letter No.1160/Staff (Entt. – I)/99/kw-2017 dated 11.08.2017 has clarified that the APAR benchmark grading for ACP/ MACP as **VERY GOOD (numerical grading six and above)** for cases maturing on or after 25.07.2016.
12. **No column in the APAR should be left blank.** In case data is not available it may be written as “NIL” and in case not applicable it may be specified as “**Not Applicable**”. This is taken very seriously by Headquarters office/ UPSC.
13. **The integrity column of the APAR should be filled as per the instructions appended to the APAR forms. No other wordings may be used in the integrity column.**
14. In the case of reviewing officers, item No.1 - length of service under the Reviewing Officer is to be mentioned. In case the length of service under the Reviewing Officer is not available it may be mentioned as “**As per records**”.
15. The Reporting and Reviewing officers, shall, in general, while recording the numerical grading under ‘Work Output’, ‘Personal Attributes’ and ‘Functional Competency’ in the APARs, shall, wherever applicable, take into account the performance of the Officer Reported Upon (ORU) for procurement of goods & services through GeM, in accordance with the extant instructions in force during the period of report. Also, the remarks recorded by the ORU in Self-appraisal against Targets and Achievements on procurements made may specifically be taken into account by the Reporting and Reviewing officers, while according numerical grading for items such as ‘Accomplishment of planned work/ work allotted as per subjects allotted’ under Work Output and ‘Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly’ under Functional Competency. A reflection of the performance of the ORU with reference to procurement through GeM or otherwise may also be recorded by the Reporting Officer in the Pen Picture. (HQrs letter No. 149/Staff Entt.(Rules) AR/09-2017 dated 25.08.2020 – DoPT OM No.21011/04/2019-Estt.A-II dated 24.09.2019).
16. It is noticed during the previous years that there is considerable delay in Self-appraisal/Reporting/Reviewing of the APARs. All officers are directed to adhere to the time schedule specified by Headquarters office in writing the APARs. Also Headquarters office vide Circular No. 1163-PD (P)/2015 dated 21.12.2016 has stated that DoPT has directed to incorporate the following rule, “If an APAR for a Financial Year is not recorded by **31st December of the year** in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self-assessment for the year, if he/she has submitted his/her self-assessment in time”.
17. In view of the above, the controlling officer shall ensure that the APARs of the officials reported by them are received well within the time limit prescribed in the above time schedule. The controlling officers shall also ensure that the APARs are completed and submitted for review well within the time frame prescribed as above.

18. The blank APAR forms will be sent to the Sr. PS/ PS/ Stenographer Gr. I/ PA of Group officers concerned, who will distribute them among the staff. After getting the part II of the APARs filled the same may be submitted for reporting and reviewing and got completed as per the time scheduled mentioned in para 8 and Review Officer should return the APAR to C.Cell within the stipulated time.
19. All Reporting/Reviewing Officers are once again instructed to follow the instructions contained herein and those appended to the APAR forms while recording their remarks in the APAR.

[Vide order dated 21.02.2024 of Principal Accountant General]

Sd/-

Sr. Deputy Accountant General (Admn.)

1. All Group Officers
2. All Branch Officers
3. All Reporting/ Reviewing Officers
4. Notice Board
5. All officers reported upon.