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No. 28/14/94-1H(7)-2013/ 17007
Chandigarh Administration
Department of Personnel

Chandigarh dated, the 17/9/2013

To

All the Administrative Secretaries/
Heads of Departments/Offices/
Boards/Corporations,
Chandigarh Administration.

22346

20 SEP 2013

Subject:- Regarding conveying of gradation of Annual Performance Appraisal Report (APAR) to the officers/officials/Receipt of Self Appraisal Report.

Sir/Madam,

I am directed to refer to this Administration's letter No.22/5/23-IH(4)-2005/15556, dated 25.08.2005 (copy enclosed) on the subject noted above and to state that the Chandigarh Administration follows the Punjab Pattern in writing/maintenance of ACRs of the officers/officials of Chandigarh Administration. The standing guide on ACRs issued by the Punjab Government has already been circulated to all the HODs/Offices/Corporations on 26.02.2002 for further necessary action. The Government of Punjab vide letter No.15/27/03-1PP1/620, dated 15.09.2010 (copy enclosed) pursuant to the order dated 12.05.2008 of the Hon'ble Supreme Court of India in Civil Appeal No. 7631 of 2002 titled Dev Dutt vs Union of India and recommendations of the Second Administrative Reforms Commission has taken the following decisions:-

- a) The present nomenclature of ACR may be amended as Actual Performance Assessment Report (APAR). The controlling officer may send the APAR form to the concerned by the stipulated date (the instructions of this department dated 28.05.1993).
- b) The Reviewing/Accepting Officer will not only record (agree) while writing remarks on the report written by Reporting Officer but will clearly mention whom they agree with i.e. with Reporting Officer or Reviewing Officer. They will also record reasons for increasing/ decreasing the gradation.
- c) The APAR, on completion of the remarks of Reviewing Officer/Accepting Officer and on evaluation of over-all grading and integrity, will be conveyed to the concerned officer/official. Where there is only one supervisory level (personal staff attached to officers) next to the government employee, in that case, the Performance Assessment will be conveyed after completing the same by the controlling officer.

- d) The concerned cadre controlling authority will be responsible for maintaining the APAR and, on receipt, the Reporting Officer will be informed accordingly.
- e) The cadre controlling authority will send the APAR form to Reporting Officer by 15th of March every year and the concerned officer/official after filing the information from this end, in the APAR form, will send it to the Reporting Officer by 10th of April. The other instructions concerning appeal for time table/adverse remarks/integrity etc. of reporting the ACR (now APAR) which are determined vide DOP circular letter No. 15/23/92-1PP1/9158 dated 28.05.1993 and instructions issued from time to time, shall stand as it is.

2. It has further been stated that the cadre controlling authority will issue 'No Report Certificate' if APAR does not reach according to time table/the period of report is less than 3 months/gradation is not as per instructions. However, while issuing 'No Report Certificate', the cadre controlling authority will specify the efforts made and reason thereof. After recording, the cadre controlling authority will place the certificate in the personal file of the official by 31st January of the next year and also inform the concerned officer/official.

3. The Chandigarh Administration has decided to follow the instructions of the Government of Punjab as mentioned above and the APAR Proforma has been devised accordingly in respect of Group A, B, C & D officers/officials (copy enclosed). The Self Appraisal Report will not be taken from Group 'D' officials but gradation of ACR be conveyed in view of the instructions dated 15.09.2010 issued by the Government of Punjab.

4. You are requested to take necessary action in the matter and bring the contents of this communication to the notice of all officers/officials working under your control for strict compliance.

5. The instructions contained in this communication shall be applicable for writing of APAR during the year 2013-2014.

Yours faithfully,



Additional Secretary Personnel,
Chandigarh Administration.

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GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2609360)

(ESTABLISHMENT BRANCH-IV)

- 3 OCT 2013

36666-

Endst. No. GMCH-E-IV-EA-1(24/3)-2013/

Dated, Chandigarh the,

A copy alongwith its enclosures (page no. 1 to 17) is forwarded to the Computer Programmer, GMCH, Chandigarh with a request to **e-mail** the same to Office Supdt. (Est. I,II,III,HA-I & HA-II) for information & necessary action at their end.

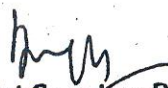


1 Superintendent (Est.-IV)

4

28.5.1993 (copy enclosed) vide which time schedule for recording of the ACRs of the officers/officials has been prescribed. It is, therefore, requested to adhere to the time schedule prescribed in the aforesaid Punjab Government instructions dated 28.5.1993 for recording the ACRs of Group 'A', 'B', 'C' and 'D' employees.

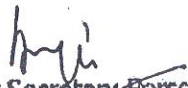
Yours faithfully,


Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.

Endst. No. 22/5/23-IH(4)-2005/ 15557

dated: 25/8/05

A copy is forwarded to the Home Secretary (in Home-I Branch), Chandigarh Administration, for information and necessary action with reference to his Endst. No. 9/2/2-IH(1)-2005/9713, dated 2.6.2005.


Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.

ਉਹ ਰਿਕਾਰਡ ਉਤੇ ਨਾ ਰੱਖੀਆਂ ਜਾਣ ਅਤੇ ਇਹ ਸਰਟੀਫਿਕੇਟ ਰਿਕਾਰਡ ਕਰ ਦਿੱਤਾ ਜਾਵੇ ਕਿ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਨਹੀਂ ਲਿਖੀ ਗਈ ਹੈ ।

(ੲ) ਜਿਥੇ ਰਿਵਿਊਇੰਗ/ਐਕਸਪੈਰਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਵੱਖਰੇ ਹਿਸਾਬਕਸ ਦਿੱਤੇ ਗਏ ਹਨ, ਉਨ੍ਹਾਂ ਰਿਪੋਰਟਾਂ ਨੂੰ ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀ ਵਲੋਂ ਲਿਖੀ ਗਈ ਰਿਪੋਰਟ ਦੇ ਟਾਲ ਮਿਲਾ ਦਿੱਤਾ ਜਾਵੇ ।

2. ਉਪਰੋਕਤ ਫੈਸਲੇ ਉਨ੍ਹਾਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਤੇ ਲਾਗੂ ਹੋਣਗੇ ਜਿਹੜੀਆਂ ਕਿ ਰਾਸ਼ਟਰਪਤੀ ਰਾਜ ਦੌਰਾਨ ਦੇ ਸਮੇਂ ਮਿਤੀ 12 ਮਈ, 1987 ਤੋਂ ਮਿਤੀ 24 ਫਰਵਰੀ, 1992 ਦੇ ਸਬੰਧੀ ਲਿਖੀਆਂ ਜਾਣੀਆਂ ਸਨ ।

3. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ ।

4. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਹੁੰਚ-ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

Copy of Punjab Government circular letter No. 15/23/92-1PPI/9158, dated 28th May, 1993, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and all Heads of Departments, etc., etc.

Subject : Writing of Annual Confidential Reports and Communication of adverse remarks etc. prescribing of revised time schedule.

I am directed to invite a reference to Punjab Government Circular letter No. 4/6/81-2PP/7908, dated 7th June, 1982; No. 4/6/81-2PP/8158, dated the 15th July, 1983 and No. 15/11/88-1PPI/17178, dated the 4th November, 1988, on the subject cited above and to say that it has been observed that Annual Confidential Reports of the employees are not being recorded within the stipulated period as laid down in the Punjab Government Instructions. Non-writing of the Annual Confidential Reports within the prescribed time affects proper personnel management and career prospects of the concerned employee(s). This aspect of the matter has already been brought out pointedly in the previous instructions.

2. The matter has been considered with a view to revising the time schedule, already prescribed and to remove the discrepancies in the previous instructions. The revised policy regarding the time schedule for writing Annual Confidential Reports and for the communication of adverse remarks/disposal of representations against adverse remarks is given below :--

- (1) The Cadre Controlling Authority shall furnish to the Reporting Authority concerned, the Annual Confidential Report Forms by the 10th April, each year.
- (2) The Annual Confidential Reports shall be written for each financial year by the Reporting Authority by the 30th June each year.

- (3) The Reporting Authority would be responsible for sending the Annual Confidential Reports to the next higher authority by the 30th June each year under intimation to the Cadre Controlling Authority.
- (4) The Reviewing Authority shall record its remarks by the 15th August each year and should pass it on to the next higher authority (Accepting Authority), if any, with a copy for intimation to the Cadre Controlling Authority, within the prescribed period. If there is no next higher authority, then the report may be sent back to Cadre Controlling Authority. The Accepting Authority shall record its remarks by 30th September each year and send it back to the Cadre Controlling Authority within the prescribed time schedule i.e. 30th September each year.
- (5) The Cadre Controlling Authority will maintain a register showing the movement of each Annual Confidential Report, such registers will be checked at random by the Department of Personnel.
- (6) The Heads of Departments shall furnish to their Administrative Secretaries concerned a certificate by 30th November every year certifying that the Annual Confidential Reports in their Departments have been duly recorded and placed in personal files of the officers/officials concerned.
- (7) In case Annual Confidential Report in respect of any employee is not received duly recorded from the Reporting/Reviewing/Accepting Authority by 30th September by the Cadre Controlling Authority, the latter would initiate disciplinary action against the defaulting officer(s) (who have not written the report) and give him/them a last chance to write the report. However, inspite of this, if the report is not written, the Cadre Controlling Authority may initiate proceedings for minor penalty against the defaulter(s). If for any reasons, the report is not received latest by 31st December, a "No Report Certificate" duly signed by the Competent Authority should be added in the personal file of the employee concerned. Reports received after 31st December each year should not be placed on the personal files of the employees concerned and will be treated as invalid reports. However, in case, the report has been recorded within the prescribed time schedule, but could not reach the Cadre Controlling Authority due to justified reasons; for example misplacement of the report in transit, such a report should be placed on the personal file within a period of six months, i.e. upto 30th June of the year following in consultation with the Department of Personnel.

- (8) Adverse remarks recorded in the Annual Confidential Reports should be communicated within a period of one month of the receipt of the Annual Confidential Reports.
- (9) A representation against adverse remarks can be made within a period of three months from the date of conveying of adverse remarks.
- (10) Comments on the representation against adverse remarks may be obtained from the Reporting/Reviewing/Accepting Authority within a period of 3 months of the receipt of the representation. Letters for comments should go to the three authorities simultaneously. If the comments are not received within a period of three months, it will be presumed that no comments are to be given and further action should be taken immediately on merits of each case.
- (11) the final decision on the representation against the adverse remarks may be taken within a period of two months of the receipt of comments on the representations. This period shall also include the period for personal hearing.

3. For strict observance of the time schedule now revised and prescribed for writing of Annual Confidential Reports by the Reporting/Reviewing/Accepting Authorities, disciplinary proceedings for imposition of minor penalty will be initiated against the authorities for not writing the reports within the prescribed time schedule as stated above in Para 2(7). However, in the case of H.E. the Governor of Punjab (in case of President's Rule) or Ministers; the Secretary to Ministers/Private Secretaries to Ministers or Secretary/Private Secretary to H.E., the Governor, will ensure the writing of the Annual Confidential Reports by the Governor/Ministers within the prescribed time schedule.

4. Cadre Controlling Authorities may also decide to introduce desk system for writing of Annual Confidential Reports in case of big Departments like Education, Health, Food and Civil Supplies, Irrigation and Power, Excise and Taxation, Industries, Transport, P.W.D. etc. on the lines desk marking is done for examinations.

5. Cadre Controlling Authorities should also simplify the proforma prescribed for writing of Annual Confidential Report by them keeping in view the nature of duties, responsibilities and functions etc. etc. so as to ensure that there is no delay in writing of the reports because of the lengthy proforma.

6. The revised time schedule may be given effect to for the Annual Confidential Reports for the year 1992-93 and onwards.

ਨੰ: 15/27/03-1ਪੀਪੀ1/ 620

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ
(ਪੀ.ਪੀ.1 ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ
ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ), ਪੰਜਾਬ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 15/9/2010

ਵਿਸ਼ਾ :- ਸਲਾਨਾ ਏ.ਪੀ.ਏ.ਆਰ. ਦੀ ਦਰਜਾਬੰਦੀ ਸਬੰਧਤ ਨੂੰ ਕੰਨਵਾਂ ਕਰਨ/ ਸੈਲਫ
ਅਪ੍ਰੋਜਲ ਰਿਪੋਰਟ ਲੈਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ:
15/23/92-1PP1/9158, ਮਿਤੀ 28.5.93 ਵੱਲ ਦੁਆਉਣ ਤੇ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ
ਹੋਈ ਹੈ ਕਿ ਮਾਨਯੋਗ ਸੁਪਰੀਮ ਕੋਰਟ ਨੇ ਆਪਣੇ ਫੈਸਲੇ, ਮਿਤੀ 12.5.08 - ਦੇਵ ਦੱਤ
ਬਨਾਮ ਯੂਨੀਅਨ ਆਫ ਇੰਡੀਆ (ਸਿਵਲ ਅਪੀਲ ਨੰ: 7631 ਆਫ 2002) ਵਿੱਚ ਇਹ ਦਰਜ
ਕੀਤਾ ਹੈ ਕਿ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਐਂਟਰੀ ਕਰਨ ਦਾ ਮੰਤਵ ਇਹ ਹੈ ਕਿ ਮੁਲਾਜ਼ਮ ਨੂੰ ਆਪਣੀ
ਕਾਰਗੁਜ਼ਾਰੀ ਸੁਧਾਰਨ ਦਾ ਮੌਕਾ ਮਿਲੇ। ਦੂਜੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਨੇ ਆਪਣੀ 10ਵੀਂ
ਰਿਪੋਰਟ ਵਿੱਚ ਇਹ ਸਿਫਾਰਸ਼ ਕੀਤੀ ਸੀ ਕਿ ਆਲ ਇੰਡੀਆ ਸਰਵਿਸਿਜ਼ ਦੀ ਤਰਜ ਤੇ
ਬਾਕੀ ਸਾਰੀਆਂ ਸਰਵਿਸਿਜ਼ ਲਈ ਪਰਫਾਰਮੈਂਸ ਅਪਰੇਜ਼ਲ ਸਿਸਟਮ ਲਾਗੂ ਕੀਤਾ ਜਾਵੇ।

2. ਉਕਤ ਸਥਿਤੀ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਭਾਰਤ ਸਰਕਾਰ, ਮਨਿਸਟਰੀ ਆਫ
ਪ੍ਰਸ਼ੋਨਲ, ਸ਼ਿਕਾਇਤ ਨਿਵਾਰਣ ਤੇ ਪੈਨਸ਼ਨ (ਪ੍ਰਸ਼ੋਨਲ ਤੇ ਟ੍ਰੇਨਿੰਗ) ਵਿਭਾਗ ਨੇ ਆਪਣੇ ਗਸ਼ਤੀ
ਪੱਤਰ ਨੰ: 21011/1/2005-Estt.(A)(Pt-II) ਮਿਤੀ 14.5.2009 ਰਾਹੀਂ ਭਾਰਤ ਸਰਕਾਰ
ਅਧੀਨ ਸਿਵਲ ਸਰਵਿਸਿਜ਼ ਦੇ ਮੁਲਾਜ਼ਮਾਂ ਦੀਆਂ ਏ.ਪੀ.ਏ.ਆਰ ਵਿੱਚ ਦਰਜ ਹਰ ਐਂਟਰੀ
ਬਾਰੇ ਸੂਚਿਤ ਕਰਨ ਲਈ ਵਿਸਥਾਰ ਪੂਰਵਕ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹੋਈਆਂ ਹਨ। ਇਨ੍ਹਾਂ
ਹਦਾਇਤਾਂ ਦੇ ਸਨਮੁੱਖ ਸਰਕਾਰ ਵੱਲੋਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਫੈਸਲੇ ਲਏ ਗਏ ਹਨ :-

ਓ) ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਦਾ ਮੌਜੂਦਾ ਨੋਮੀਨਕਲੇਚਰ (nomenclature) ਸੋਧ
ਕੇ ਐਕਚੁਅਲ ਪਰਫਾਰਮੈਂਸ ਅਸੈਸਮੈਂਟ ਰਿਪੋਰਟ (ਏ.ਪੀ.ਏ.ਆਰ) ਕਰ ਦਿੱਤਾ
ਜਾਵੇ। ਕੰਟਰੋਲਿੰਗ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਏ.ਪੀ.ਏ.ਆਰ. ਦਾ ਫਾਰਮ ਸਬੰਧਤ ਨੂੰ ਮਿੱਥੀ
ਮਿਤੀ (ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਮਿਤੀ 28.5.1993) ਅਨੁਸਾਰ ਭੇਜਿਆ
ਜਾਵੇਗਾ।

ਅ) ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਲਿਖੀ ਰਿਪੋਰਟ ਤੇ ਰੀਵਿਊ ਕਰਤਾ/ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਰਿਪੋਰਟ ਲਿਖਣ ਸਮੇਂ ਕੇਵਲ (ਸਹਿਮਤ ਹਾਂ) ਦਰਜ ਨਹੀਂ ਕਰਨਗੇ, ਬਲਕਿ ਇਹ ਸਪਸ਼ਟ ਕਰਨਗੇ ਕਿ ਉਹ ਕਿਸ ਅਧਿਕਾਰੀ ਭਾਵ ਰਿਪੋਰਟ ਕਰਤਾ ਜਾਂ ਰੀਵਿਊ ਕਰਤਾ, ਕਿਸ ਨਾਲ ਸਹਿਮਤ ਹੈ। ਦਰਜਾਬੰਦੀ ਘਟਾਉਣ/ ਵਧਾਉਣ ਬਾਰੇ ਕਾਰਨ (reason) ਵੀ ਰਿਕਾਰਡ ਕਰਨਗੇ।

ੲ) ਰੀਵਿਊ ਕਰਤਾ/ ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਰਿਮਾਰਕਸ ਨਾਲ ਏ.ਪੀ.ਏ.ਆਰ. ਮੁਕੰਮਲ ਹੋਣ ਤੇ ਰਿਪੋਰਟ ਦੀ ਢਵਰ ਆਲ ਗਰੇਡ ਅਤੇ ਦਿਆਨਤਦਾਰੀ ਦੇ ਮੁਲਾਂਕਣ ਸਮੇਤ ਸਬੰਧਤ ਅਧਿਕਾਰੀ/ ਕਰਮਚਾਰੀ ਨੂੰ ਕੰਨਵੇਂ ਕੀਤੀ ਜਾਵੇਗੀ। ਜਿਥੇ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਤੋਂ ਉਪਰ ਕੇਵਲ ਇੱਕ ਸਪੁਰਵਾਈਜਰੀ ਲੈਵਲ ਹੋਵੇ (ਅਫਸਰਾਂ ਨਾਲ ਅਟੈਚ ਨਿੱਜੀ ਅਮਲਾ) ਅਜਿਹੀ ਸੂਰਤ ਵਿਚ ਕੰਟਰੋਲਿੰਗ ਅਫਸਰ ਵੱਲੋਂ ਪ੍ਰੋਫਾਰਮੈਂਸ ਅਸੈਸਮੈਂਟ ਮੁਕੰਮਲ ਕਰਨ ਉਪ੍ਰੰਤ ਕੰਨਵੇਂ ਕੀਤੀ ਜਾਵੇਗੀ।

ਸ) ਏ.ਪੀ.ਏ.ਆਰ. ਨੂੰ ਮੇਨਟੇਨ ਕਰਨ ਦੀ ਜ਼ਿੰਮੇਵਾਰੀ ਸਬੰਧਤ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਦੀ ਹੋਵੇਗੀ ਅਤੇ ਪ੍ਰਾਪਤ ਹੋਣ ਤੇ ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀ ਨੂੰ ਇਸ ਦੀ ਜਾਣਕਾਰੀ ਦੇਵੇਗਾ।

ਹ) ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਏ.ਪੀ.ਏ.ਆਰ. ਫਾਰਮ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਨੂੰ ਹਰ ਸਾਲ 15 ਮਾਰਚ ਤੱਕ ਭੇਜ ਦੇਣਗੇ ਅਤੇ ਸਬੰਧਤ ਕਰਮਚਾਰੀ/ ਅਧਿਕਾਰੀ ਏ.ਪੀ.ਏ.ਆਰ ਵਿਚ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਸੂਚਨਾ ਭਰ ਕੇ 10 ਅਪ੍ਰੈਲ ਤੱਕ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਨੂੰ ਏ.ਪੀ.ਏ.ਆਰ ਫਾਰਮ ਵਾਪਿਸ ਭੇਜਣਗੇ। ਬਾਕੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ (ਹੁਣ ਏ.ਪੀ.ਏ.ਆਰ.) ਲਿਖਣ ਸਬੰਧੀ ਸਮੇਂ ਸਾਰਣੀ/ ਪ੍ਰਤੀਕੂਲ ਕਥਨ/ ਦਿਆਨਤਦਾਰੀ ਆਦਿ ਬਾਰੇ ਅਪੀਲ ਜੋ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/23/92-1ਪੀਪੀ1/9158 ਮਿਤੀ 28.5.1993 ਅਤੇ ਇਸ ਤੋਂ ਬਾਅਦ ਸਮੇਂ ਸਮੇਂ ਤੇ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਹੋਈ ਹੈ, ਇੰਨ ਬਿੰਨ ਲਾਗੂ ਰਹਿਣਗੀਆਂ।

ਕ) ਏ.ਪੀ.ਏ.ਆਰ. ਵਿਚ ਅਜਿਹੀ ਐਂਟਰੀ ਬਾਰੇ ਜਾਣਕਾਰੀ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਸਾਲ 2010-11 ਦੀ ਏ.ਪੀ.ਏ.ਆਰ. ਮਿਤੀ 1.4.2011 ਤੋਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।

3. ਸਮੇਂ ਸਾਰਣੀ ਅਨੁਸਾਰ ਜੇਕਰ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਪਾਸ ਏ.ਪੀ.ਏ.ਆਰ ਸਮੇਂਸਿਰ ਨਹੀਂ ਪਹੁੰਚਦੀ/ਰਿਪੋਰਟ ਦਾ ਸਮਾਂ ਤਿੰਨ ਮਹੀਨੇ ਤੋਂ ਘੱਟ ਹੋਵੇ/ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਨਾ ਹੋਵੇ ਅਤੇ ਉਸ ਨੂੰ ਰਿਪੋਰਟ ਅਧੀਨ ਸਮੇਂ ਦਾ ਹਦਾਇਤਾਂ ਨੰ:15/8/2000-1ਪੀਪੀ1/9216 ਮਿਤੀ 18.6.2001 ਅਨੁਸਾਰ "ਨੋ ਰਿਪੋਰਟ ਸਰਟੀਫਿਕੇਟ" ਜਾਰੀ ਕਰਨਾ ਬਣਦਾ ਹੋਵੇ ਤਾਂ ਉਹ ਅਜਿਹਾ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਦੇ ਸਮੇਂ ਕੀਤੇ ਉਪਰਾਲੇ ਅਤੇ

ਪੂਰੇ ਕਾਰਨ ਸਪਸ਼ਟ ਕਰੇਗਾ ਅਤੇ ਇਹ ਸਰਟੀਫਿਕੇਟ ਰਿਪੋਰਟ ਦੇ ਅਗਲੇ ਸਾਲ 31 ਜਨਵਰੀ ਤੱਕ ਰਿਕਾਰਡ ਕਰਕੇ ਨਿੱਜੀ ਮਿਸਲ ਵਿਚ ਰੱਖੇਗਾ। ਇਸ ਸਬੰਧੀ ਸਬੰਧਤ ਕਰਮਚਾਰੀ/ ਅਧਿਕਾਰੀ ਨੂੰ ਵੀ ਸੂਚਿਤ ਕਰੇਗਾ।

4. ਏ.ਪੀ.ਏ.ਆਰ. ਰਿਕਾਰਡ (ਨਿੱਜੀ ਮਿਸਲ) ਦੀ ਸਾਂਭ ਸੰਭਾਲ ਦੀ ਜ਼ਿੰਮੇਵਾਰੀ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਦੀ ਹੋਵੇਗੀ।

4. ਆਪ ਦਾ ਧਿਆਨ ਹਵਾਲੇ ਵਿਚ ਦਰਜ ਪੱਤਰ ਵੱਲ ਦਿਵਾ ਕੇ ਇਹ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇ ਕੋਈ ਵਿਭਾਗ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਕਰਮਚਾਰੀਆਂ/ ਅਧਿਕਾਰੀਆਂ ਲਈ ਵੱਖਰਾ ਫਾਰਮੈਂਟ (ਏ.ਪੀ.ਏ.ਆਰ) ਵਿਭਾਗੀ ਲੋੜ ਅਨੁਸਾਰ ਤਿਆਰ ਕਰਨ ਦਾ ਇੱਛੁਕ ਹੋਣ ਤਾ ਅਜਿਹਾ ਕਰਨ ਦੇ ਕਾਰਨ ਪ੍ਰਬੰਧਕੀ ਲੋੜਾਂ ਨੂੰ ਸਪਸ਼ਟ ਕਰਦੇ ਹੋਏ ਸਵੈ-ਸਪਸ਼ਟ ਤਜਵੀਜ਼ ਇਸ ਵਿਭਾਗ ਨੂੰ ਭੇਜ ਸਕਦੇ ਹਨ ਅਤੇ ਇਸ ਵਿਭਾਗ ਦੀ ਪ੍ਰਵਾਨਗੀ ਪ੍ਰਾਪਤ ਕਰਨ ਉਪ੍ਰੰਤ ਹੀ ਅਜਿਹੀ ਸੋਧ ਲਾਗੂ ਕੀਤੀ ਜਾ ਸਕੇਗੀ।

ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਸਬੰਧਤਾਂ ਨੂੰ ਨੋਟ ਕਰਵਾ ਦਿੱਤੀਆਂ ਜਾਣ ਅਤੇ ਇਨ੍ਹਾਂ ਦੀ ਇੰਨਬਿੰਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸਪਾਤਰ,

ਵਧੀਕ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ

ਉਤਾਰਾ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਵਧੀਕ ਸਕੱਤਰ,

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ
ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਅੰ.ਵਿ.ਪੱ.ਨੰ: 15/27/081ਪੀਪੀ/621 ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 15/9/2010

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B
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.....Department, Union Territory, Chandigarh.

Self Appraisal Form

The Annual Performance Appraisal Report of the Group A, B and C officers/officials of the Department offor the period/ year.....

Personal Data

Part-I

1. Name of the officer/official :
2. Date of birth :
(in words).....
3. Post on which working :
4. Date of appointment in the :
Present grade and at present grade
5. Period of absence from the duty :
during the year (Period of training
also be given)

Part-2 (Personal Evaluation)

To be filled by the officer/official, whose report is being written:-

1. Brief description of duties:

2. Brief explanation of work done from to
(not more than 100 words)

Place:
Date:

Signature
(whose report is being written)

Part-3**(Evaluation by Report writing officer/reporting authority)**

(Please read instructions before writing the report)

1. Reporting / Reviewing officer will give numerical grading and gradation (outstanding/very good/good/average) on every point as follows:-

A) Evaluation of the work done (40% Weightage to be given to this part)

	Maximum Numerical Grading	Numerical Grading and gradation given by Reporting officer	Signature of Reporting officer	Amended gradation by Reviewing officer, if he is not agreed to Column No. 3	Signature of Reviewing Officer
1.	2.	3.	4.	5.	6.
1. Achievements of the allotted subjects	0-8				
2. Whether officer does his work in English	0-8				
3. Efficiency/ quality of work	0-8				
4. Expertise in computer (speed and efficiency)	0-8				
5. Performance in the assigned works (Performance in keeping of Registers & charts, etc.)	0-8				
Over all grading of work done. Grand Total Col. 1 to 5	40				

B) Evaluation of Individual qualities (30% weightage will be given to this part)

	Maximum Numerical Grading	Numerical grading and gradation given by Reporting officer	Signature of Reporting officer	Amended gradation by Reviewing officer, if he is not agreed to Column No. 3	Signature of Reviewing officer
1.	2.	3.	4.	5.	6.
1. Approach towards work	0-4				
2. Spirit of responsibility	0-4				

3. Ability to discharge the work in time	0-4				
4. Stating ability (ability to give statements)	0-4				
5. Explaining ability	0-4				
6. Ability to work as a team	0-4				
7. To maintain discipline	0-3				
8. Internal mutual relations	0-3				
9. Over all grading on the basis of personal qualities. Grand Total 1 to 8	30				

C) Evaluation of working ability of the officer/official (30% weightage will be given to this part)

	Maximum Numerical Grading	Numerical grading and gradation given by Reporting officer	Signature of Reporting officer	Amended gradation by Reviewing officer, if he is not agreed to Column No. 3	Signature of Reviewing officer
1.	2.	3.	4.	5.	6.
1. Knowledge of rules/instructions/procedure and its proper implementation in the field of their work	0-8				
2. Coordination ability	0-8				
3. Ability to initiate (initiation)	0-7				
4. Efficiency on working of computers	0-7				
Overall grading on the working ability. Grand Total 1 to 4	30				
Total percentile of Numbers received in (A), (B) & (C) of Part-3:	100				

Note: Over all grading will be according to the percentage given in the sign/column against the fixed percentile.

Part-4 (General)

1. Relations with General Public (where it is applicable) (Please give comments of officer's accessibility to the general public and his responsiveness towards their necessities).

2. Training (Training be recommended keeping in view officer's work in future and to bring reforms in his ability of doing the work)

3. Condition of Health

4. Integrity (comments be given about the Integrity of officer/official)

5. Reporting officer will explain in 100 words about the ability & inability, extraordinary achievements, important failures and his behaviour towards weaker section.

6. Overall Numerical Grading and Gradation on the basis of weightage given in (A), (B) and (C) in Part-3 of the report.

Gradation to be given:-

Place:
Date:

Signature of the Reporting Officer
Name:
Designation.....
at the time of Report

Part-5

Comments of Reviewing Officer:-

1. Period of work done under Reviewing Officer

2. Are you agree with the gradation of the work done and qualities of the concerned officer/official as given by Reporting Officer in Part-3 & 4 (If not, then record your evaluation against the relevant column in the concerned part and put your signatures)

3. Give reasons, if not agreed? Do you want to add or correct something in that.

4. Remarks of Reviewing Officer (Please explain in 100 words about the over-all qualities, alongwith abilities, inabilities and behaviour towards weaker section)

5. Over-all Numerical Grading and Gradation on the basis of gradation given in (A), (B) & (C) in Part-3 of the report.

Gradation to be given:-

Place:
Date:

Signature of the Reviewing Officer
Name:
Designation.....
at the time of Report

Part-6

Over all Numerical Grading and Gradation by Accepting Authority on the basis of Numerical Grading and Gradation given in A, B and C in Part-3 reported by Reporting Officer/Reviewing Officer.

Gradation to be given

Place:

Date:

Signature of the Accepting Officer

Name:

Designation.....
at the time of Report

- Note: 1. If accepting authority intends to make/record any of his comments, he can also do so the same at above given place.
2. The gradation be made in the APAR form on the basis of following percentage:-

Numerical Grading	Gradation
81-100%	Outstanding
61-80%	Very good
51-60%	Good
31-50%	Average
Below 30%	Below Average

Form of Confidential Report

(For Group D officials of Chandigarh Administration)

Part-1

1. Name of the official :
2. Father's name :
3. Designation :
4. Period of report :
5. Name & Designation of Reporting Officer :

Part-2

6. General Assessment :
(This includes the overall assessment of the concerned officials' work/conduct & character. It will especially mention about his integrity, punctuality in the office, responsiveness towards discipline and obeying to the orders of officers)
7. Disqualities/Demerits, if any :
8. Eligibility for promotion :
9. Whether official knows English Language :
10. Gradation :
(Outstanding/ Very good/ Good/ Average/ Below Average)

Signature of Reporting Officer

Name.....

Designation.....

Instructions

- (1) Annual Performance Appraisal Report (APAR) is an important document. It provides important information for the next promotion of the official in the career and evaluation of his work. Therefore, the reporting officer and reviewing officer have to fill this form with utmost care and responsibility.
- (2) The Reporting Officer should understand that the motive of the report is development of the officer so that he may recognize his actual ability. It is not an exercise of searching defects/demerits rather a process of development. The reporting officer/reviewing officer has to write report about his over-all personality of the concerned officer and his drawbacks towards work/duty, if any.
- (3) These parts should be filled with proper care & attention and giving proper time. The higher officer easily assumes that whether report filled in casual or superficial manner.
- (4) If reviewing officer is satisfied that reporting officer has filled the report without giving proper care and attention, he shall make the remarks in this context in para-2 of part-4.
- (5) Each reply be given in brief except those where numerical grading be given. The provided place shows the length of the reply/answer. The words and phrases be selected carefully and the reply must properly show the motive of the reporting officer. May use clear and simple language.
- (6) The reporting officer shall give the targets at the start of the year to the officer whose report has to be written. If any officer acquired some new post during the year then these targets be fixed at the time of his possessing the new post. Both the works and targets must be understood clearly to the concerned officer/official.
- (7) However, performance appraisal is an annual exercise but it can be a tool for human resource development. Therefore, the reporting officer should evaluate/review the work at regular intervals and he should take steps to improve it by giving advice etc.
- (8) Each appraiser should try to bring out the real picture of the officer/official, under evaluation, in respect of his performance, conduct, behaviour and potential.
- (9) This evaluation should be limited for the period of performance report of the evaluating officer/official.
- (10) Some posts, having same rank, are more laborious within a cadre. The reporting officer/reviewing officer to give special attention for this while writing the report and to mention the same in the report, if need be.

To give attention while reporting the integrity

- (A) If the integrity of any officer/official is doubtful, the same may be reported clearly.
- (B) If the integrity of any official is doubtful, his box may be left blank and following action may be initiated:-
 - (1) A separate note be prepared and a confidential action be initiated to record the position to the higher officer in this respect. A report may

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be prepared about the integrity of the concerned officer/official keeping in view the evaluation of his work.

- (2) If it is proved on the basis of above report that the integrity of the officer/official is doubtful, it must be recorded in his report.
- (3) If the doubt about the integrity is confirmed then these facts have to be conveyed to the concerned officer/official.
- (4) If during the course of follow-up action neither it is cleared nor it is confirmed about the integrity of the concerned officer/official then his work and conduct may be kept under observation. Necessary action be made as detailed above, on confirmation of the report.

Note:- Integrity plays an important role in the career of an officer/official, therefore, while filling/writing this column in the confidential report utmost care may be given. For this motive, the reporting officer/ reviewing officer/ accepting officer has to carefully record about the integrity of the officer/official after observing his work, conduct, character and activities to be performed by him so that injustice may not be done with anyone.