


BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(APAR SECTION)

Bharat Sanchar Bhawan, H C Mathur Lane, Janpath, New Delhi 1

No. 500-15/APAR/2013/Pers.-I

Dated 06.02.2014.

To.

The Chief Engineer (Electrical)
5th floor Ethiraj Salai
Chennai-600008

Subject: - Regarding APAR reported & reviewed by same officer.

Reference: -

Letter No 46(1)/2009/CE(E)/TNEZ/CH/1027 Dated 28.01.2014

In reference to your letter mentioned above, regarding the APAR reported & reviewed by same officer. Kindly find enclose here with this office letter No 500-15/APAP/2013/Pers-1 Dated 08.01.2014 vide which the clarification regarding above subject has already been issued.

This is for your information & n/a pl.


6.2.14
(D.K Kalyan)

Dy. General Manager (Pers-II)
BSNL CO, New Delhi
011-23722377

Enclosure – As above

Copy for kind information to:--

All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All GMs/PGMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(APAR SECTION)

Bharat Sanchar Bhawan, H C Mathur Lane, Janpath, New Delhi 1

No. 500-15/APAR/2013/Pers.-I

Dated 08.01.2014.

To,
The DGM (Restg)
BSNL CO
New Delhi

Subject: - Clarification regarding APAR reported & reviewed by same officer.

Reference: - Letter No 3-1/2013-Restrg

Dated 27.12.2013

In reference to your letter mentioned above, clarification has been sought on the APAR which has been reported & reviewed by same officer.

As per the DOP&T OM No 51/3/74 Estt 'A' dated 22 may 1975, The performance of the Govt servant should be assessed at two level i.e by reporting & reviewing officers. The assessment of the performance of Govt Servant at two levels ensures a greater degree of objectivity and fairness. However, where a government serevant has only one supervisory level above him as in case of personal staff attached to officers, the assessment will be at the level of Reporting officer only. In the instant case the APAR has been reported and reviewed by the same officer, which is against the DOP&T guidelines. The APAR should have been reviewed by the next superior of the then reporting officer. Since the APAR has been wrongly reviewed by the then reporting officer, so the reviewing part of APAR will be treated as null & void. And as per the Para 3 of DOP&T OM Dated 16.02.2009, a Certificate to this effect shall be added in the ACR for the relevant period.

This issues with the approval of competent authority.


(D.K.Kalyan)
DGM (Pers.-II)
BSNL CO, New Delhi
Tel No. 011-23722377

Encl: As above.

No. 21011/02/2009-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 16th February, 2009

OFFICE MEMORANDUM

Subject:- Timely preparation and proper maintenance of ACRs.

The undersigned is directed to say that this Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt.(A) dated 23.9.1985. The writing of ACR is a public trust and responsibility. All Ministries/Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M. dated 23.9.1985 are followed to ensure that ACRs are completed in time.

2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid O.M. dated 23.9.1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organization in the case of attached and subordinate offices, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30th June or 31st August as the case may be. The Secretary in the Department/Head of the organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

Contd.2/-

3. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries/Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organisation in the case of attached/subordinate offices and the Joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

5. Hindi version will follow.


(C.A. Subramanian)
Director

To
All Ministries/Departments of Govt. of India

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi
- 2) Union Public Service Commission
- 3) Central Vigilance Commission, New Delhi
- 4) Central Bureau of Investigation, New Delhi
- 5) Lok Sabha/Rajya Sabha Secretariat
- 6) All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
- 7) All officers and sections in the Ministry of Personnel, PG and Pension
- 8) NIC (DoP&T) for placing this Office Memorandum on the web-site of DoP&T
- 9) Hindi Section for Hindi version of the O.M.

TIME SCHEDULE FOR PREPARATION OF CONFIDENTIAL REPORTS

S.No.	Nature of Action	Date by which to be completed
1.	Distribution of blank CR 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 <ul style="list-style-type: none">- Where self-appraisal by officer reported upon is prescribed.- Where self-appraisal by officer reported upon is not prescribed.- Where officer reported upon is himself a reporting officer for subordinates under him.	7 th May. 21 st April. 22 nd May.
4.	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell.	<ul style="list-style-type: none">• 23rd May where the due date for the reporting officer is 7th May.• 7th May where the due date for the reporting officer is 21st April.• 5th June where the due date for the reporting officer is 22nd May

Important notice:

- (i) The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
- (ii) Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.

CHAPTER II

GENERAL PRINCIPLES

2.1 The performance of every Government servant is assessed annually (April-March) through his Annual Performance Assessment Report, which is an important document providing the basic and vital inputs for assessing the performance of the Government servant and for assessing his suitability for his further advancement in his career on occasions like confirmation, promotion, selection for deputation, selection for foreign assignment etc. Performance appraisal is a tool for human resource development in order to enable a Government servant to realize his true potential.

(Department Personnel & Training O.M. No. 12/2/84-PP dated the 17th December, 1986)

2.2 The Reporting Officer, at the beginning of the year has to set quantitative/physical targets in consultation with each of the Government servants, whose reports 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 the 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.

(Department of Personnel & Training O.M. No. 12/2/84-PP dated the 17th December, 1986)

2.3 The performance is then assessed by the Reporting Officer, who after completing his part of the Report submits it to his own superior, known as the Reviewing Officer for review. The assessment of the performance of Government servant at two levels ensures a greater degree of objectivity and fairness. However, where a Government servant has only one supervisory level above him as in the case of personal staff attached to officers, the assessment will be at the level of Reporting Officer only. The officers at both Reporting and Reviewing levels are required to have at least three months experience of supervising the work and conduct of the Government servant reported upon, before they can record their assessment on the performance of the Government servant.

(Department of Personnel & Administrative Reforms O.M. No. 51/3/74-Estt. 'A' dated the 22nd May, 1975.)

2.4 While normally there should be only one Report covering the year of Report, there can be situation in which it becomes necessary to write more than one Report during a year. There is no objection to two or more independent Reports being written during a year by different Reporting Officers, subject to the condition that each Reporting Officer has at least three months experience on which he can base his Report on the Government servant reported upon. Where more than one Report is written in the course of a year, each Report should indicate precisely the period covered by it. When a Report has to be written by a Reporting Officer, who is under transfer, it should be written at the