

Check-list for APAR of CSS Officers

Wednesday, January 25, 2012

CS division of DOPT has found out discrepancies in ACRs / APARs of CSS officers when those are sent by various Ministries / Departments. This results in inordinate delay in the completion of ACR/APARs of individual officers.

To avoid discrepancies in APARs DOPT has prescribed a check list to be filled up by the Ministries sending the APARs.

The following Office Memorandum prescribes this check list.

F.No: 22/2/2012-CS.I (APAR)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

(CS Division)

Dated 24th January, 2012

Office Memorandum

Subject: Forwarding of ACRs/APARs of CSS Officers to DOPT- Reg.

The undersigned is directed to say the discrepancies have often been noticed in the ACRs/APARs of CSS officers received in the CS Division of DOPT from the Ministries/Departments. Such incomplete and inaccurate ACRS/APARs are required to be sent back to the respective Ministries/Departments for rectification of deficiencies resulting in unwanted delay in completion of ACRSs/APARs of the officer concerned.

In order to avoid unnecessary correspondence and delay a check-list for the convenience of the participating Ministries/Departments has been prepared a copy of which is enclosed. The Check-list is not exhaustive, but is aimed at facilitating the Ministies/Departments to check at their end the frequently noticed inconsistencies before forwarding the ACRs/APARs to DOPT.

It is once again reiterated that the instructions issued by the establishment Division of this Department from time to time on preparation and maintenance of ACRs/APARs may be adhered to and it may be ensured by the officer authorized in the Ministries/Departments that the ACRs/APARs forwarded to the DOPT are complete in all respects.

(Vidyadhar Jha)

Under Secretary to the Government of India

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Check-List

Forwarding of ACRs/APARs of CSS Officers by the Ministries/Departments to CS Division, DOPT

The ACR/APAR is complete in all respects.

(i) The ACR/APAR has been initiated in the proper format and color scheme prescribed for the grade;

(ii) The period of ACR/APAR has been clearly indicated;

- (iii) The CSL number of officer reported upon has been indicated at the top right hand corner of the APAR's first page;**
- (iv) All the columns have been properly filled up by the officer reported upon the reporting officer and the reviewing officer;**
- (v) It bears the signature of the officer reported upon and the signature (in Blue Ink) and the stamp of the reporting and reviewing Officers at appropriate places;**
- (vi) The numerical grading the reference to prescribed weightage has been calculated correctly;**
- (vii) The numerical grading with reference to the prescribed weightage has been calculate correctly.**
- (viii) If the APAR could not be reported/reviewed no report/no review certificate with reasons is affixed.**
- (ix) The instructions contained in DOPT OM No.21011/1/2005 Estt(A) (Pt.II) dated 14.05.2009 and No: 21011/1/2010-Estt A dated 13.4.2010 have been adhered to.**
- (x) Disclosure certificate has been duly stamped and authenticated on the front page of APAR and the status of filing of IPR (immovable property return) is duly indicated and verified.**
- (xi) Necessary entries in the APAR monitoring software have been made**
- (xii) It has been forwarded to CS division, DOPT under the signature of an authorized by officer**