जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)
धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006
Website: www.jipmer.edu.in
Phone: 0413 – 2296622 Fax: 0413 – 2272067- 2272735

सत्यमेव जयते

CIRCULAR

Sub: Annual Performance Assessment Report (APAR) for the Assessment year **2024-25** in respect of Group 'A' (Non-Faculty), Group 'B' and Group 'C' staff members called for – Reg.

****

The Annual Performance Assessment Reports (APAR) for Group 'A' (Non-Faculty), Group 'B' and Group 'C' employees for the period from **1st April 2024 to 31st March 2025** are due for initiation. Hence, the Heads of Department/Unit/Section may please send their requisition for the required number of APAR forms with **Employee Number, Name & Designation** of all the staff working under them. These forms can be obtained from the Administration –I (Promotion Cell) during working hours between **15.04.2025** to **30.04.2025** by deputing responsible staff from the Department/Unit/Section, duly authorized in this regard.

Annual Performance Assessment Reports are to be written in respect of the staff members who have worked under the control of the concerned Reporting officer for more than **three months** during the period from **1st April 2024 to 31st March 2025** in the concerned Department/Unit/Section. No officer should write an assessment of the working of his/her subordinate unless he/she has an opportunity to supervise his/her work and conduct, for at least **three months** (Where an Official has taken Earned Leave for a period of more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for the purposes of computing the period of three months which is relevant for writing of entries in the APAR, below 15 days Earned Leave may be ignored).

A **'Non-Initiation Certificate'** should be enclosed in place of APAR for the newly joined Officials who doesn't have minimum three months period during the Assessment year.
The **'Non- Initiation Certificate'** may be collected by sending the list of employees along with APAR forms list to Admin- I Promotion Cell.

It is also to be noted that, a **'Non- Report Certificate'** to be submitted in case of Officials who are on: -

1. Long Leave/On Training/Study Leave throughout the period who are short of minimum three months
2. Unauthorized Absent throughout the period who are short of minimum three months
3. Under Suspension
4. APAR could not be completed by lapse of time limit for making remarks by superannuated Reporting/Reviewing Officer

A **'Non- Report Certificate'** may be collected by sending the list of employees along with APAR forms list to Admin- I Promotion Cell.

<u>While filling up the APARs, the following points should be observed strictly</u>: -

1. The reports should be recorded in legible handwriting in ink and no typewriter or carbon paper should be used in the preparation of reports.
2. Observations on aspects of work, *etc*. should be specific, rather than generalized or cryptic codes such as fair, good, *etc*.
3. Trivial matters of availing short spells of leave, *etc*. should not be given much weightage to reflect on the totality of the work done by the individual, unless the leave availed was a flagrant violation of discipline.
4. The Officer immediately supervising the work of the concerned Official may initiate the Assessment Report. The Reviewing Officer has to be from a higher rank including higher pay structure than the Reporting officer. The Rank of Reporting Officer in term of Pay Matrix starts from Level 6 (i.e., PB -2 with GP of Rs.4200/-) & Reviewing Officer from Pay Level 10 (i.e., PB-3 with GP of Rs.5400/-).

It was found that;

a. In few departments, the Officials in Level- 6 are writing APARs for their junior staff who are also in the same pay level- 6.
b. In few departments/sections, the Reporting officer pay scale is higher than that of the Reviewing Officer.

These above mistakes may be avoided. The Reviewing Officer pay scale should always be higher than that of the Reporting Officer.

However, where there is only one immediate Supervisor level above the officer reported upon, as in the case of Personal Assistant/ Stenographers attached to a senior officer etc., there, the concerned Senior Officer who constitutes the sole supervisory level shall be both Reporting & Reviewing Officer.

In case of Nursing officer / Senior Nursing officer / Assistant Nursing Superintendent, the Reporting Officer will be the Deputy Nursing Superintendent and Reviewing Officer will be the Nursing Superintendent.

In case of Nursing officer / Senior Nursing officer / Assistant Nursing Superintendent, where the Reporting Officer is Nursing Superintendent, Reviewing Officer will be the Chief Nursing Officer.

5. **As per O.M. No. A.28012/7/2010-CHS-V dated 30.03.2012:** If the self-appraisal has not been submitted by the Official to be reported upon, within the prescribed time schedule, the Reporting Officer should write the report without self-appraisal on the basis of his experience of the work and conduct of the Official to be reported upon after two weeks. While doing so, he can point out the failure of the staff reported upon to submit his self - appraisal within the stipulated date.

6. **As per Department of Personnel & Training vide their O.M. No. 35015/3/83-Estt. (A) dated 23rd September. 1985 and O.M. No. 28012/01/2005-CHS-V dated 9.12.2005,** It is the duty of the Reviewing Officer to forward the duly reviewed APARs to this section within the prescribed time schedule. Any delay will be viewed seriously and in the absence of proper justification for such delay, a written warning for delay in completing the APAR will be issued against the defaulting officer and this warning will be placed in the APAR folder of the Reporting / Reviewing officer concerned.

   #No APAR will be received / accepted for submission after the prescribed time schedule without proper justification against such delay from the Reviewing Officer concerned.

7. **As per the DoPT OM No. F.No.35034/3/2015-Estt. (D) dated 27.09.2016** "For grant of financial up-gradation under the ***Modified Assured Career Progressions (MACPs),*** the prescribed benchmark would be **'VERY GOOD' i.e. grading 6 (Six) and above** for all the posts" ***with effect from 25th July 2016.***

8. **As per No. A.28012/11/2011-CHS-V dated 29.03.2012**; the Reviewing Officer has to supply a copy of duly reported and reviewed APAR to the Official reported upon as "**Disclosure"** for his / her information and to make a representation if any, **within 15 days**, against the entries and final grading. The Reviewing Officer will receive the representation if any, and send the same, along with his / her comments and that of Reporting officer's, as the case may be, to this section for taking further necessary action along with ***APAR statement of acceptance*** from the individual and a ***Certificate*** to the effect, that the APAR has been shown to the Official reported upon, before forwarding the APAR to Admin- I Promotion Cell.

Instructions regarding the steps to be followed in connection with APAR are: -

- Individual staff completes the self-appraisal part and submits to the Reporting Officer.
- Reporting officer will forward the APAR to Reviewing Officer after completing his part.
- Reviewing Officer after reviewing the APAR, should provide a copy of duly reported and reviewed APAR (disclosure) along with the APAR statement of acceptance form to the staff concerned within the department/section/unit and provide 15 days' time for any representation / objection in connection with remarks / grading of APAR.
- If any representation / objection received after disclosure of APAR, the Reviewing Officer will receive the representation / objection and forward the same, along with his / her comments and that of Reporting officer's, as the case may be in support of his / her remarks / grading of APAR of the staff concerned to Admin- I Promotion cell.
- A certificate confirming APAR disclosure to the individual staff to be furnished by the Reviewing Officer.

9. **As per the DoPT OM No. 21011/27/2015-Estt. (A-II) dated 11th February 2016** filling up the column '**INTEGRITY'** in the APAR, instruction as mentioned below may be referred to.

   (a) Supervisory officers should maintain a confidential diary in which instances which create suspicion about the Integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making

confidential enquires departmentally or by referring the matter to the Special Police Establishment. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilized for filling the column about Integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following subparagraphs.

(b) The column pertaining to Integrity in the character roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's Integrity should be recorded simultaneously and followed up.

(c) A Copy of the secret note should be sent together with the character roll to the next superior officers who should ensure that the follow-up action is taken with due expedition.

(d) If, as a result of the follow-up action, an officer is exonerated, his Integrity should be certified and an entry made in the character roll. If suspicions regarding his Integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.

(e) There are occasions when a Reporting Officer cannot in fairness to himself and to the officer reported upon, either certify Integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Dept., such instances can occur when an officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely or when an officer has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the Integrity column to the effect that, he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's Integrity as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the Integrity of those working under him / her, as early as possible, so that he / she may be able to make a positive statement.

(f) There may be cases in which after a secret report / note has been recorded expressing suspicion about an officer's Integrity; the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the officer's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

(g) It is further conveyed that the remarks against the Integrity column of APARs of the officer reported upon shall be made by the Reporting / Reviewing Officer in one of three options mentioned below:

(i) Beyond doubt.
(ii) Since the integrity of the officer is doubtful, a secret note is attached.
(iii) Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.

10. **As per G.I., D.P. & A.R., O.M No.21011/1/81-Estt. (A), dated the 5th June, 1981.** The mention of warnings, admonitions, reprimands, etc., administered in the course of normal day-to-day work by superior officers should be mentioned in the confidential report of the official to whom the warning, reprimand, etc., has been administered.

There may be occasions when a superior officer may find it necessary to criticize adversely the work of an officer working under him or her may call for an explanation for some act of omission or commission and taking all circumstances into consideration, it may be felt that while the matter is not serious enough to justify the imposition of the formal punishment of censure, it calls for some formal action such as the communication of a written warning/displeasure/reprimand. Where such a warning/displeasure/reprimand is issued, it should be placed in the personal file of the Official concerned.

At the end of the year, the reporting authority, while writing the APAR of the Official, may decide not to make a reference in the APAR or the warning/displeasure/reprimand, if, in the opinion of that authority, that the performance of the Official reported on after the issue of the warning or displeasure or reprimand, as the case may be, has improved and has been found satisfactory. If, however, the Reporting Authority comes to the conclusion that despite such warning/displeasure/reprimand, the Official has not improved, it may make appropriate mention of such warning/displeasure/reprimand, as the case may be, in the relevant column in Part- III of APAR relating to assessment by the Reporting Officer and, in that case, a copy of the warning/displeasure/reprimand referred to in the APAR report should be placed in the APAR as an annexure for the relevant period. The adverse remarks/grading should also be conveyed to the officer and his representation, if any, against the same disposed of, in accordance with the procedure laid down in the instructions issued in this regard.

As per [G. I. M.H.A., O.M. No. 51/3/69-Ests. (A), dated the 27th September, 1969 and D.P. & A. R., O.M. No. 51/5/72-Ests., dated the 20th May,1972 Para. 9.6.]
Representations against "warnings" or "communication of the displeasure of the Government" or "reprimand" which are recorded in the APAR of the Government servant should be dealt with in accordance with the procedure laid down for dealing with representations against adverse entries in APAR, unless an opportunity has already been given to the officer concerned to make a representation in the matter relating to the incident or faults and such representation had been duly considered and a decision taken before the "warning" or "reprimand" was administered or the "displeasure of the Government" communicated to him.

Time schedule for recording and completion of APAR for the Assessment year 2024-2025 for Group 'A- (Non-Faculty)', 'B' and 'C' Officials

Sl. No	Activity	Date by which activity to be completed
1	Distribution of blank forms of APAR	15.04.2025 to 30.04.2025
2	Submission of Self-Appraisal to Reporting Officer	15.05.2025

3	Forwarding of report by Reporting Officer to Reviewing Officer	15.07.2025
4	Forwarding of	
	(a) Report to be completed by Reviewing Officer	16.08.2025
	(a) Disclosure of the APAR to the Official reported upon by the Reviewing Officer and getting the statement of acceptance of APAR from the individual staff	30.08.2025
	(b) Receipt of representation, if any, on APAR (disclosure)	15 days from the date of issue of duly reported and reviewed APAR copy to the Officials concerned as disclosure.
5	Forwarding of representations along with comments of Reporting/Reviewing officer to the Competent Authority	30.09.2025
6	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the Competent Authority
7	Communication of the decision of the Competent Authority on the representation of the Aggrieved Official	15.11.2025
8	End of entire APAR process, after which the APAR will be finally taken on record	29.11.2025

All Heads of the Departments/Units/Sections are requested to go through the circular thoroughly and circulate among the departments/units/sections and the strict compliance of the same is requested.

This is issued with the Approval of the Director.

Digitally signed by
Hawa Singh
Date: 09-04-2025
17:07:07

SENIOR ADMINISTRATIVE OFFICER

To

- All the Heads of Departments / Units / Sections

Copy to:-

- P.S. to Director/ Medical Superintendent/ Dean (Academic)/Dean (Research)/DD (Admin.)
- P.A to SAO/SAcO
- OIC - IT Wing (for JIPMER Internal website notification).
- OIC- Hindi Cell (To provide translation and notify translated version in Internal website)
- All Notice boards.