



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

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(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F.No.41-20/2019/NIOS/JD/

23 September, 2019

OFFICE ORDER - 345/2019

Subject: Timely completion of APARs for the year 2018-19 in respect of Officers/Officials working at NIOS Headquarters and All Regional Centres of NIOS.

Reference is invited to letter number F-157-10/2019/NIOS/Secy/996, dated 5th August, 2019 wherein it was reiterated that APARs have to be completed as per the time schedule given in Annexure-I and it would be the personal responsibility of Head of the Department to ensure the completion of APARs as per time schedule as per instructions issued by GoI from time to time.

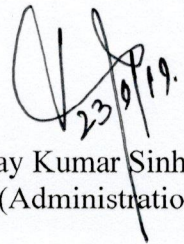
2. It has been clarified under Item-2 in the time-schedule that the Reporting Officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After expiry of the first week, in case self-appraisal is not received within time limit, the reporting officer should take upon himself to remind the officer to be reported upon in writing, requesting him to submit the self-appraisal by the stipulated date. It should also be made amply clear in the that in case the officer to be reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. In case no self-appraisal in received by the stipulated date, the reporting officer can obtain another blank APAR form and proceed further to write the report on the basis of experience of work and conduct of the officer reported upon. While doing so, he should also point out the failure of the officer reported upon to submit the self-appraisal within the stipulated time.
3. The annual report Should be recorded within one month of the expiry of the report period and delay in this regard on the part of the Reporting Officer should be adversely commented upon; in case the officer to be reported upon delays submission of self-appraisal, this should be adversely commented upon by the Reporting Officer.
4. It has also been observed that despite clear instruction and repeated reminders, the APARs for the year 2018-19 have not been completed by some of the Officers/Regional Centres on time and in case some of them are still lying in the office, they should immediately be completed and forwarded to Headquarters, NIODA.
5. In few cases the APARs have not been written properly such instances cause inconvenience and delay in the conduct of DPCs etc. the common shortcomings noticed while completing the APARs are indicated below:
 - I. The personal data column (Part-I) have been not duly been filled in carefully. Some of the Columns have been left blank;
 - II. Few columns in the APARs have been left in blank or a against the columns;
 - III. Instead of writing full words, abbreviations have been incorporated;
 - IV. Vague statements carry no meaning.
 - V. Signatures due rubber stamp name of the Regional Centres of NIOS, etc. at every stage have not been incorporated;
 - VI. 'Integrity column' has not been filled in accordance with the instructions (enclosed in the APAR format itself);
 - VII. Communication of adverse remarks by reviewing officers have not been made;

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6. The shortcomings mentioned in the preceding paras should be avoided while reporting/reviewing the APRs. A definite and clear opinion/observation should be recorded. The Reporting officers should exercise the requisite objectivity while commenting adversely about the integrity of the officers reported upon. This will avoid correspondence from this Office for bringing home the need to conform to the standing instructions on this particular issue.
7. There may be some adverse remarks in some APARs. The Reviewing Officer should ensure that the adverse remarks are communicated to the officer reported upon the entry to this effect is made on the body of the APAR of the officer concerned at the appropriate place and a copy of acknowledge receipt of the same may be placed on APAR to ensure that the remarks have actually been communicated to the officer reported upon before forwarding the same to the headquarters, NOIDA.
8. Difficulty is experienced in completing the part APARs. It may, therefore, be ensured that the APARs are written not only in respect of officer/staff who is in position but also in respect of such officer/staff who has been transferred during the year and have worked with an officer for three months or more.
9. Few senior officers may be retiring during the course of every year. It is, therefore, requested that the APARs, which is required to be written/reviewed by the retiring officers be sent on time so that this can be got reported/reviewed on time.
10. 'No Report Certificate' may also be sent wherever applicable. Every Head of Department should furnish a 'Completion Certificate' in respect of the APARs to Headquarters, NOIDA.
11. DPCs are pending due to non-receipt of APARs. All concerned are requested to comply with the instructions scrupulously and complete APARs on time without waiting for reminder from Secretary, NIOS.
12. In case APAR Dossier or loose APARs of any officer, who has been transferred is still laying in the office, the same should be sent immediately at the present place of posting of the concerned officer. These instructions may be brought to the notices of all Officers/Staff/Regional Centre of NIOS.
13. All APARs duly completed should be forwarded to the **Section Officer (Personnel)/APAR CELL, FIRST FLOOR, A-24-25, Institutional Area, Sector-62, NOIDA-201309.**
14. In case there is any delay in respect of writing of APAR by the Reporting Officer within the stipulated time, action indicated in Clause (2) would be taken.

The above instructions be complied in letter and spirit.



(Sanjay Kumar Sinha)
Joint Director (Administration)

Distributions:

1. All Heads of the Department, NIOS
2. All Regional Centres of NIOS, by e-mail
3. Deputy Director (CMO) for kind information of the Chairman.
4. SA/P for uploading on NIOS website
5. All Officers/Staff on NIOS by e-mail
6. Personnel Section, NIOS