



नेहरु युवा केन्द्र संगठन
Nehru Yuva Kendra Sangathan

साथ साथ
कल की ओर...



नेहरु युवा केन्द्र संगठन

Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India



आज़ादी का
अमृत महोत्सव

No. 11037/NYKS/PERS/ APAR: 2023-24/ 198

Date: 26th March, 2024

Through website, e-mail and Speed Post

- CIRCULAR -

To: All employees of NYKS.

Subject: Issuance of APAR forms, time schedule and guidelines for filling up the columns of APAR for the period 2023-24 - reg.

1. Issuance of APAR forms and important points to write the APARs -

Sir / Madam,

As you are aware, the financial year 2023-24 is coming to an end on 31st March, 2024. In compliance with the guidelines of APARs, the format of **Annual Performance Appraisal Report** to be filled by officers, are being forwarded to all Regional and State Offices for initiation of self-appraisal by all employees of NYKS. The APAR forms for the posts below the rank of Deputy Director are available on NYKS' website which can be downloaded by employees for initiation of their self-appraisals.

Some important points for completing the APARs are provided below for necessary compliance:

- i. **The APARs should be written in numeric from a scale of 1 to 10 only.** Over-writing and cutting in APARs should strictly be avoided.
- ii. State Director(i/c) and Dy. Director will use the APAR form prescribed for the post of Dy. Directors.
- iii. The column of Integrity in the APAR form should be filled with due care in view of the guidelines provided in the circular.

2. Time Schedule to complete the APARs -

- i. As you are aware, an Annual Performance Appraisal Report (APAR) provides the basic and vital inputs for assessing the performance of an employee (Ratee) and his/ her advancement in his/ her career and also for judging his / her fitness for promotion, confirmation, and grant of MACP etc. therefore, the same should be written in a time bound manner and as per the extant guidelines only.
However, it is found that the time schedule for completion and submission of APAR is not adhered by the employees of NYKS which results in overall delay in completion of the said process. Therefore, important guidelines and the timeline for completion of APARs are provided in the circular for strict compliance by all employees.
- ii. The channel system of reporting and reviewing the APARs is provided at **Annexure-1**.

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- iii. The timeline of completion of the APARs for 2023-24 is given below for strict compliance by all employees:

| Sl. No. | Activity | Date by which process is to be completed |
|---------|--|--|
| 1 | Distribution of blank APAR forms to all employees | 31 st March, 2024 |
| 2 | Submission of self-appraisal to reporting officer by Ratee employee | 15 th April, 2024 |
| 3 | Reporting of APAR by concerned Reporting Officer and its submission to the Reviewing Officer (With intimation of forwarding the APAR to Ratee Employee) | 30 th June, 2024 |
| 4 | Reviewing of APAR by the Reviewing Officer and its submission to Personnel Section, NYKS - Hqrs, Delhi (With intimation of forwarding the APAR to Ratee Employee and Reporting Officer) | 31 st July, 2024 |
| 5 | Disclosure of APARs to the employee reported upon by the Reviewing Officer. (A copy of the completed APAR should be sent to the employee by his / her Reviewing Officer). | 01 st September, 2024 |
| 6 | Submission of representation by the employee, if any, on the APAR. | Within 15 days from the date of receipt of copy of APAR from Reviewing Officer. |
| 7 | Disposal of representation by the Competent Authority | Within one month from the date of receipt of representation. |

3. Important points to be kept in view while writing APARs-

- i. No APAR should be initiated/reported and reviewed by the same officer/officers of the same rank and designation.
- ii. **The name of the Ratee Officer should be clearly written on the top right hand corner of each page of the APAR form.**
- iii. Delay in submission of self- appraisal by any employee should not delay the process of writing APAR of the employee. In case the Ratee Officer/ employee does not submit the self - appraisal by due date (i.e by 15th April, 2024), the Reporting Officer should take it upon himself / herself to remind the Ratee in writing, asking him / her to submit the self- appraisal within a stipulated time period. It should also be made clear in the reminder that if the Ratee Officer / employee fails to submit the self-appraisal by the stipulated date, the report shall be written without self - appraisal. **If no self - appraisal is received by the stipulated date, the Reporting Officer should obtain a fresh APAR form from the concerned Office/ Section and write the report on the basis of experience of the work and conduct of the Ratee. While doing so, the**

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reporting Officer may also point out the shortcomings of the officer reported upon to submit his / her self - appraisal within the stipulated time.

- iv. As you are aware, the earlier practice of entering descriptive remarks in the areas of Work Output, Personal Attributes and Functional Competency of a Ratee has been discontinued. **Numerical grading on a scale of 1 to 10 will be awarded against these attributes as per guidelines.** Similarly, the practice of giving an overall grading i.e. Outstanding / Very Good/ Good/ Average/ Below Average has also been discontinued and instead, a numerical grading based on the **weighted mean (not the total of A, B and C of Part 3)** of the points awarded to the Ratee shall be entered in the boxes provided with the Pen Picture by the Reporting and the Reviewing Officer. **The Reporting/Reviewing Officer must ensure to calculate the weighted mean as per the guidelines & ensure that the overall grade should be on a scale of 1 to 10 only.**
- v. Reporting Officer must ensure that the employee has filled the column related to submission of annual immovable property return.
- vi. Normally, only one APAR is required to be raised covering the complete reporting year. However, in case of transfer of the Ratee/ Reporting / Reviewing Officer during the course of the APAR year, more than one APAR may have to be written. It is, however, mandatory that Reporting as well as the Reviewing Officer should have at least **three months (90 days)** of experience about the work and conduct of the Ratee during the course of the relevant reporting year. The period of three months, however, includes closed days, short spells of leave of less than 15 days duration availed by the Ratee/ Reporting Officer. In case the period of service is more than 90 days and the Ratee has not served under any Officer for a minimum period of 03 months (90) days, a **Non-Initiation Certificate may be raised in lieu of the APAR for that period as per Annexure-2.**
- vii. In case no Reporting Officer has the requisite experience of at least 03 months (90 days), the Reviewing Officer himself may initiate the report, provided, he has seen the work & conduct of the Ratee for **at least three months**. The report, thus initiated, shall be reviewed by the Immediate Superior Officer to the Reviewing Officer.
- viii. The APARs are required to be raised even for employees who have retired / resigned from service or have expired after 30th June, 2023, thus completing the mandatory 90 days' service for writing the APAR. In such cases, the APARs should be written by the Reporting/Reviewing Officer without the self-appraisal stating the reasons for the same.
- ix. The Reporting Officer should complete the APARs as per the schedule given above. The Reporting Officer shall have **no right** to enter any remarks in the APAR after 30th June, 2024 and submit all APARs held by him for review to the Reviewing Officer on the next working day.
- x. Reviewing Officer is also requested to complete the review part of the APARs as per the time schedule. The Reviewing Officer shall forfeit his right to enter any remarks in the APAR of the Ratee Officer after 31st July, 2024.

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- xi. In case, both Reporting Officer and Reviewing Officer forfeit their rights to enter any remarks because of not adhering to the schedule of completion, the APAR format with the self - appraisal given by the Ratee Officer will be placed in his / her APAR dossier along with a certificate that the concerned Reporting / Reviewing Officer (s) have forfeited the right to enter the APAR. **A written warning shall be placed in the APAR dossier of concerned Reporting/Reviewing Officers for not having performed the public duty of writing the APAR of subordinates within the due date.**
- xii. **On completion of APAR, it will be the duty of the Reviewing Officer to disclose the APAR to the concerned employee, through written communication, within the time schedule provided above in the Circular by providing the employee a copy of his/her completed APAR and obtain the Certificate of Disclosure from each employee for having seen his/her APAR in the prescribed format provided herewith, before submission of the APAR to NYKS, Headquarters. (Annexure-3)**

4. Guidelines for filling up of the column of APARs related to Integrity -

- i. It has been noticed in many cases that the officers, while writing the APARs, make mistakes in filling up the Integrity column. It has been observed that remarks such as 'Poor', 'Okay', 'Good', 'Excellent' etc. are made in the Integrity Column by some Reporting Officers, which is incorrect. Therefore, the following guidelines should be adhered to for making entries in the Integrity Column.
- ii. Supervising Officer should maintain a confidential diary in which instances that create suspicion about the integrity of a subordinate should be noted from time to time and necessary action to verify the truth of such suspicion should be taken expeditiously. At the time of writing the APAR, this diary should be consulted accordingly. In case, the Supervising Officer writes the APAR on account of unconfirmed nature of suspicion further action should be taken in accordance with the following sub-paragraphs:
 - a) The Reporting Officer should tick (✓) the option **"Since the integrity of the Officer is doubtful, a secret note is attached"** and accordingly a separate secret note about the doubts and suspicions regarding the employee's integrity should be attached therewith the APAR form (Though such a note is attached with the APAR, the same should not be disclosed to the employee reported upon. Only after the doubts or suspicions are cleared or substantiated, the Integrity column should be filled up accordingly and contents thereof communicated to the employee- please see the following sub-paragraphs for its procedure):
 - b) A copy of the secret note should be sent together with the APAR to the next superior officer i.e Reviewing Officer, who should ensure taking the follow-up action expeditiously.
 - c) If, as a result of the follow-up action, an employee is exonerated, his/her integrity should be certified and the option **"Beyond Doubt"** should be selected by the Reviewing Officer along with his/her signature. For the purpose of monitoring, the Officer in-charge may keep a separate list of APARs where the integrity of an officer has not been certified.



- d) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the concerned employee.
- e) There may be cases where after a secret report/ note has been recorded expressing suspicion about an employee's integrity, the inquiries that follow do not disclose sufficient evidence to remove the suspicion or to confirm it. In such a case, the employee's conduct should be watched for a further period and in the meantime, he / she should, as far as practicable, be kept away from responsibilities that may provide opportunities for indulging in corruption practices and thereafter action should be taken as indicated at (c) and (d) above.
- iii. There are instances when a Reporting Officer cannot in fairness to himself/ herself and to the employee reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him/ her to make a secret report to the State/ Head office. Such instances can occur when an employee is serving in a distant Kendra/ Office and the Reporting Officer has not had occasion to watch his/ her work closely or when an employee 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 select the option ***"Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer"***. 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.

In view of the above, the Reporting Officer should select only one among the following options mentioned in the Integrity Column of the APAR form:


- **Beyond doubt**
- **Since the integrity of the officer is doubtful, a secret note is attached.**
- **Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.**

Officers of NYKS, Hqrs., Regional Directors and State Directors are requested to bring the contents of this circular to the notice of all employees of NYKS for strict adherence and compliance of time schedule.

Enclosures:

- Copy of APAR forms as point no. 1 above.
- Channel of Reporting/Reviewing (Annexure-1) with reference to point no. 2(ii).
- Non-initiation Certificate (Annexure-2) with reference to point no. 3(vi).
- APAR disclosure certificate format with reference to point no. 3 (xii)

Yours faithfully,

 26-03-2024

(Prakash Vaidya)
Jt. Director (Personnel)

Copy to:

- PS to DG, NYKS, Hqrs., New Delhi.
 - All Directors , NYKS, Hqrs., New Delhi.
 - All Regional Directors, NYKS.
 - All State Directors, NYKS.
 - Asstt. Director, EDP, NYKS, Hqrs., New Delhi.
 - Concerned files.
- "with a request to bring the contents of this circular to the knowledge of all employees in the section / region / state"*
- "For uploading the circular on NYKS website."*

Annexure-1

Channel of submission of APARs for the period 2023-24 is specified as below:

| Sl. No. | Designation | Reporting & reviewing officers for APARs for the Year 2023-24 | |
|---------|--|--|--|
| | | Reporting Officer | Reviewing Officer |
| 1. | Joint Director | Director of the section | Director General |
| 2. | State Director and State Director (i/c) | Regional Director | Director General |
| | | Director (Personnel) <i>*In case the charge of RD is held by an officer of JD rank.</i> | |
| 3. | Dy. Director (Hqrs.) | Joint Director of the section | Director of Section |
| | | Director of the section <i>(In case Jt. Director is not available)</i> | Director General |
| 4. | Dy. Director (Field) | State Director | Regional Director |
| | | State Director | Director (Personnel) <i>*In case the charge of RD is held by an officer of JD rank.</i> |
| | | Regional Director/ Regional Director (i/c) of PAO <i>*Deputy Director posted as State Director (i/c) cannot report the APAR of any other Deputy Director posted in the state.</i> | Director (Personnel) - in case of reporting by officer of JD rank holding charge of RD. |
| | | | Director General - in case of reporting by RD |
| 5. | Assistant Director (Hqrs.) | Dy. Director of the section | Joint Director of the section |
| | | Joint Director of the section <i>(In case Dy. Director is not available)</i> | Director of Section |
| | | Director of the Section <i>(In case neither Dy. Director nor Jt. Director is available)</i> | Director General |
| 6. | District Youth Officer (field) & Assistant Director (PAO/State Office) | Dy. Director posted in State Office | State Director |
| | | State Director/ State Director (i/c) | Regional Director |
| | | No APAR should be initiated / reported and reviewed by the same officer / officers of the same rank and designation. | |
| 7. | Section Officer | Immediate Reporting Officer; not below the rank of Assistant Director | Next immediate Officer to the Reporting Officer. |
| 8. | Sr. Hindi Translator | Assistant Director (Official Language) | Next immediate Officer to the Reporting Officer. |
| 9. | Assistant Section Officer | Immediate Reporting Officer; not below the rank of DYO/AD of the Kendra/section | Next immediate Officer to the Reporting Officer. |

| Sl. No. | Designation | Reporting & reviewing officers for APARs for the Year 2023-24 | |
|---------|---------------------------------|---|--|
| | | Reporting Officer | Reviewing Officer |
| 10. | Accounts and Program Supervisor | Immediate Reporting Officer; not below the rank of DYO/AD of the Kendra/section | Next immediate Officer to the Reporting Officer. |
| 11. | Accounts and Program Assistant | Immediate Reporting Officer; not below the rank of DYO/AD of the Kendra/section | Next immediate Officer to the Reporting Officer. |
| 12. | Administrative Assistant | Immediate Reporting Officer; not below the rank of DYO/AD of the Kendra/section | Next immediate Officer to the Reporting Officer. |
| 13. | Driver | Immediate Reporting Officer; not below the rank of Assistant Director/ District Youth Officer <i>*There is no provision of Reviewing the APAR of Driver as per revised format.</i> | |
| 14. | Multi-Tasking Staff (MTS) | Immediate Reporting Officer; not below the rank of Assistant Director/ District Youth Officer. <i>*There is no provision of Reviewing the APAR of MTS as per revised format.</i> | |

Note: No APAR should be initiated / reported and reviewed by the same officer / officers of the same rank and designation.

NON INITIATION CERTIFICATE

से _____ तक की अवधि के लिए एपीएआर का Non-Initiation प्रमाण पत्र

Certificate of Non-Initiation of APAR for the period with effect from _____ to _____

| | | |
|----|---|--|
| 1 | कर्मचारी कोड/Employee Code | |
| 2 | नाम बड़े शब्दों में/Name in Block Letters | |
| 3 | पद नाम/Designation | |
| 4 | वर्तमान तैनाती स्थल/Present Place of Posting | |
| 5 | जन्म तिथि/Date of Birth | |
| 6 | वर्तमान पद में प्रवेश की तिथि/Date of entry in the present post | |
| 7 | अवधि जिसके लिए एनआईसी प्रदान किया जा रहा है /Period for which NIC being rendered | |
| 8 | कवर की गई अवधि के दौरान रिपोर्ट किए गए अधिकारी की अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि पर)/Period of absence of Officer Reported upon during period covered (on leave, training etc.) | |
| 9 | रिपोर्टिंग अधिकारी की अनुपस्थिति की अवधि (छुट्टी पर, प्रशिक्षण आदि निर्दिष्ट किया जाए) समीक्षा अधिकारी (छुट्टी पर, प्रशिक्षण आदि निर्दिष्ट किया जाए)/Period of absence of Reporting Officer (on leave, training etc to be specified) Reviewing Officer (on leave, training etc to be specified) | |
| 10 | समय पर न भेजने के कारण/ Reasons for Non-Initiation with period | |

(90 दिनों या उससे कम की अवधि के लिए प्रस्तुत किया जाना है जो किसी भी एपीएआर द्वारा कवर नहीं किया गया है)।

के द्वारा प्राधिकृत/Authenticated by:-

रिपोर्ट करने वाले अधिकारी /
Officer reported upon:

वर्तमान रिपोर्टिंग अधिकारी/ समीक्षा अधिकारी
Present Reporting /Reviewing Officer:

हस्ताक्षर/Signature:.....

नाम/Name:

पद नाम/Designation:.....

तिथि/Date:.....

हस्ताक्षर/Signature:.....

नाम/Name:.....

पद नाम/Designation:.....

तिथि/Date:.....

वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन देखे जाने के संदर्भ में रिपोर्ट किए गए अधिकारी द्वारा प्रमाण पत्र
CERTIFICATE BY THE OFFICER REPORTED UPON FOR HAVING SEEN THE APAR

यह प्रमाणित किया जाता है कि मुझे दिनांक से तक की अवधि के लिए मेरे वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन की एक छाया प्रति प्राप्त हो गई है तथा मैंने अपने रिपोर्टिंग / समीक्षा अधिकारियों द्वारा दिए गए मूल्यांकन का अध्ययन कर लिया है।

This is to certify that I have received a photocopy of my APAR for the period from to and I have gone through the assessment given by the Reporting / Reviewing Officers in my APAR.

2. मैं समझता/समझती हूं कि मुझे वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन की छाया प्रति प्राप्ति उपरांत 15 दिनों के भीतर बेंचमार्क से नीचे ग्रेडिंग / प्रतिकूल टिप्पणियों के विरुद्ध अपनी टिप्पणियां प्रस्तुत करनी होंगी तथा ऐसा न करने पर दिये गए मूल्यांकन/ग्रेडिंग को मेरे द्वारा स्वीकार किया गया माना जाएगा।

I understand that I am required to submit my comments against below benchmark grading/adverse remarks within 15 days failing which the assessment/grading may be deemed to have been accepted by me.

3. मैं यह भी समझता/समझती हूं कि नेहरू युवा केंद्र संगठन, मुख्यालय द्वारा इस संबंध में कोई अलग से सूचना नहीं भेजी जाएगी।

I also understand that no separate communication will be sent in this regard by Nehru Yuva Kendra Sangathan, Headquarter.

दिनांक सहित हस्ताक्षर :
 (Signature with date)

कर्मचारी का नाम :
 (Name of employee)

कर्मचारी कोड :
 (Employee Code)

पदनाम :
 (Designation)

इस अवधि के दौरान
 पोस्टिंग का स्थान :
 (Place of posting
 during the period)

रिपोर्टिंग अधिकारी का नाम :
 (Name & Designation of
 Reporting Officer)

समीक्षा अधिकारी का नाम :
 (Name & Designation of
 Reviewing Officer)