



Nehru Yuva Kendra Sangathan  
नेहरू युवा केन्द्र संगठन

World's Largest Youth Network

# नेहरू युवा केन्द्र संगठन Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था An Autonomous Body under the  
कौशल विकास, उद्यमिता Ministry of Skill Development,  
युवा कार्यक्रम एवं खेल मंत्रालय Entrepreneurship, Youth Affairs and Sports  
भारत सरकार Government of India



Ref.No. NYKS/PERS: apar /428 / 2011

Date: 24.04.2015

To: All Officers NYKS headquarters, Delhi, all Zonal Directors, NYKS

Subject: Annual Performance Appraisal Report (APAR) — reg

Madam/ Sir

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, grant of MACP etc.

However it is seen that the time schedule for completion and submission of APAR is not adhered to by the employees of NYKS. Important points to be kept in view while raising APARs and the schedule for completion of APARs are given below for strict adherence and compliance.

S. No.	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all employees	31st of March.
2.	Submission of self-appraisal to reporting officer by Ratee employee (ie. employee to be reported upon). (ie the Ratee employee to his/her controlling officer).	15th of April.
3.	Submission of report by reporting officer to reviewing officer (i.e. to the controlling officer/next higher authority of the reporting officer). Pls note that the completed APAR should be sent to the Reviewing Officer by the Reporting Officer.  Wherever a Zonal Director is working on in-charge basis, the ACR of a NYC will be reported by the ZD (i/c). After reporting, the ZD (i/c) will send the APAR to the NYKS headquarters for reviewing.	30th of June
4.	Report to be completed by the Reviewing Officer and to be sent to the Administration, CR Section NYKS Headquarters, Delhi.  (The APAR of the MTS should be maintained by the respective Zonal Office).	31st of July
5.	Disclosure of APAR to the employee reported upon. (A copy of the completed APAR should be sent to the employee by the Reviewing Officer)	01st of September

द्वितीय तल, कोर-IV, स्कोप मीनार, लक्ष्मी नगर जिला केन्द्र, विकास मार्ग, दिल्ली-110092  
2nd Floor, Core-IV, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi-110092  
Tel : 011-22402800, 22446070 Fax : 011-22446069 email : feedback@nyks.org

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6.	Receipt of representation from the employee, if any, on the APAR	15 days from the date of receipt of communication
7.	Forwarding of representations to the competent authority i.e. NYKS Hqrs, Delhi.	21st of September
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
9.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15th of November
10.	End of entire APAR process, after which the APAR will be finally taken on record.	30th of November

**Important points to be kept in view while raising APARs**

- (a) No APAR should be initiated and reviewed by the same officer/officers of the same rank and designation.
- (b) The name of the Ratee Officer should be clearly written on top right hand corner of each page of the APAR form without fail.
- (c) Delay in submission of self-appraisal should not delay writing APAR of any employee. The Reporting Officer should not delay the initiation of APAR for want of the self-appraisal from the Ratee Officer.

In case the Ratee does not submit the APAR form along with the self-appraisal by due date, the Reporting Officer should take it upon himself/herself to remind the Ratee in writing, asking him/her to submit the self-appraisal by a stipulated date. It should also be made clear in the reminder that if the Ratee fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. **If no self-appraisal is received by the stipulated date, the Reporting Officer should obtain another blank APAR form from the concerned Zonal Office/ Section in NYKS Hqrs and proceed to write the report on the basis of his experience of the work and conduct of the Ratee. While doing so, he/she can also point out the failure of the officer reported upon to submit his/her self-appraisal within the stipulated time.**

- (d) 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 gradings on a scale of 1 to 10 will be awarded against these attributes. 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 to be entered in the boxes provided with the Pen Picture by the Reporting and the Reviewing Officer.
- (e) Reporting Officers must ensure that all Gp 'A' and 'B' Officers (i.e. Ratee Officer ) fill in the column relating to submission of annual property return and Officers (Section Officer level and above) fill in the one relating to timely completion of APARs of officers working under them in their 'Self-Appraisal'.



- (f) Normally, only one APAR is required to be raised covering the complete reporting year. However, there may be occasions, like transfer of the Ratee or Reporting Officer/Reviewing Officer during the course of any APAR year, when more than one APAR may have to be written. It is, however, mandatory that Reporting Officer as well as the Reviewing Officer should have at least three months' (90 days) 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, but 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.**
- (g) When there is no Reporting Officer having the requisite experience of at least 3 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 will have to be reviewed by the officer immediately superior to the Reviewing Officer.
- (h) The APARs are required to be raised even for employees who have retired/resigned from service or have expired after 30 Jun of the APAR period thus completing the mandatory 90 days service for raising the APAR. In such cases, the APARs may be raised by the Reporting Officer without the self-appraisal stating the reasons for the same.
- (i) The Reporting Officer is to complete the APARs as per the schedule given above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30 June of the year and submit all APARs held by him for reporting to the Reviewing Officer on the next working day.
- (j) Reviewing Officer is also requested to complete the review of the APARs as per the schedule. The Reviewing Officer will also forfeit his right to enter any remarks in the APAR of the ratee officer after 31<sup>st</sup> of July of the year.
- (k) 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 CR format with the self-appraisal given by the Ratee Officer will be placed in his APAR dossier along with a certificate that the concerned Reporting/ Reviewing Officer(s) have forfeited the right to enter the APAR.
- (l) The Director General may direct to call for the explanation of the officers concerned for not having performed the public duty of writing the APAR within the due date and in absence of proper justification direct that a written warning for delay in completing the APAR, be placed in the APAR folder of the defaulting (Reporting/Reviewing) officer concerned.

Officers of NYKS Hqrs and Zonal Directors are requested to bring the contents of this letter to the notice of all concerned for strict adherence and compliance.

Yours faithfully  


(George Varghese)

**Deputy Director - Personnel**

Copy to:

- PS to DG, NYKS, Delhi
- Director (Personnel), NYKS, Delhi
- Personnel section, NYKS, Delhi
- Concerned files