



Nehru Yuva Kendra Sangathan
नेहरु युवा केन्द्र संगठन

World's Largest Youth Network

नेहरु 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 /469 /2011

dated 07.05.2015

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

Subject: Annual Performance Appraisal Report (APAR) - filling up of the column relating to the integrity - reg

Madam/ Sir

This is in continuation to our letter Ref.No. NYKS/PERS: apar /428 /2011 dated 24.04.2015 regarding Annual Performance Appraisal Report (APAR). It has been noticed in many cases that the officers, while writing the APARs, make mistakes in filling up the Integrity column. 'Poor', 'Okay', 'Good', 'Excellent' etc are some of the remarks seen as made in the Integrity Column, by some Reporting Officers, which is totally incorrect. Therefore the following guidelines should be adhered to in the matter of making entries in the column relating to integrity:

Supervisory officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously. At the time of recording the APAR, this diary should be consulted and the material in it utilized for filling in the column relating to 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 sub-paragraphs.

(a) 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 employee's integrity should be recorded simultaneously and followed up. *(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 is be filled up accordingly and contents thereof communicated to the officer – please see the following columns for its procedure).*

(b) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.

(c) If, as a result of the follow-up action, an employee is exonerated, his/her integrity should be certified and an entry made in the Character Roll by the officer in-charge for maintaining the APAR. For the purpose of monitoring, the officer in-charge may keep a separate list of APAR 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 employee concerned.

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(e) There may be cases in which after a secret report/note has been recorded expressing suspicion about an employee's integrity, the inquiries that follow do not disclose sufficient material 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 positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (c) and (d) above.

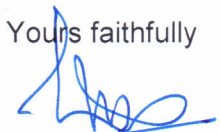
There are occasions when a Reporting Officer cannot in fairness to himself/ herself and to the employee reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him/her to make a secret report to the Zonal/ Head office. Such instances 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 make an entry in the integrity column to the effect that he has not watched the employee's work for sufficient time to be able to make any definite remark or that he/she has heard nothing against the employee'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 judgement 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 foregoing columns, the remarks against the integrity column shall be made by the Reporting Officer out of the 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 judgement but nothing adverse has been reported to me about the officer.**

Officers of NYKS Hqrts and Zonal Directors may please circulate the contents of this letter to all concerned for information and necessary action.

Yours faithfully



(George Varghese)

Deputy Director - Personnel

Copy to:

- PS to DG, NYKS, Delhi
- Director (F,B&A), NYKS, Delhi
- Personnel section, NYKS, Delhi
- Concerned files