



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/ 470 /2011

dated 07.05.2015

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

Subject: Annual Performance Appraisal Report (APAR) – guidelines for communication of APAR- reg

Madam/ Sir

This is in continuation to our letter Ref.No. NYKS/PERS: apar /428 /2011 dated 24.04.2015 and No.469 dated 07.05.2015 regarding Annual Performance Appraisal Report (APAR) and filling up of Integrity column. It has been noticed that the APARs which are to be communicated to the employees reported upon after the reviewing are not communicated by some of the Reviewing Officers. Therefore it is informed that as per the latest instructions of the DOP&T, the APAR is to be invariably communicated to the employee reported upon after reviewing. Please adhere to the following guidelines while communicating the contents of the APAR:

(a) After the APAR has been completed in all respect, the Reviewing Officer (Reporting Officer in case of Stenographer Cadre Officials and one man reports) is required to give a copy of the completed APAR to the Ratee Officer and obtain signature there for, before despatching the APAR to the officer concerned at Zonal/ Head office, as the case may be.

(b) In case a representation is received from the Ratee against the contents of the APAR within 15 days from the date of communication, the same should be forwarded to the Competent Authority i.e. the officer next superior to the Reviewing Officer (Reporting Officer in case of Stenographic Cadre and one man report) immediately and not later than 31 August.

(c) There may be instances when the remarks have been recorded in the APARs of officials by a Reviewing Officer (Reporting Officer in case of Steno cadre officers and one man reports) in a particular office whereas at the time of communication they may be working in a different Kendra/office. In such circumstances, communication of the contents of the APAR should not be sent to the officials through their new offices/officers. All such communications should be made directly to the Ratee under a sealed cover.

Timely action on the Representation

All representations against the contents of the APARs should be decided expeditiously by the Competent Authority and in any case, NOT LATER THAN ONE MONTH from the date of receipt of the representation. The authority immediately superior to the Reviewing Officer (in case of Stenographer, the authority immediately superior to the Reporting Officer) is competent to decide the representation against contents of APAR.

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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Manner of disposal of Representation

The procedure to be adopted in dealing with representations from the ratee officer against the contents of the APAR communicated to them including the overall grading is detailed below:-

(a) Representation against Adverse Remarks in APARs (i) Representation should be examined by the competent authority in consultation with the Reporting/ Reviewing officer, if they are still in service.

(ii) The representation is required to be disposed of through an order addressed to the ratee officer.

(iii) If, however, it decides that the remarks should be toned down, modified or expunged completely, the decision should be communicated to the office where the APAR is kept and the individual concerned. The original APAR would thereafter be forwarded to the competent authority on receipt of such communication. The competent authority should obliterate the adverse remarks/paste it over it and make a dated entry, under his/her signature. After carrying out the necessary modification/expunction, the original APAR should be sent back to the Zonal/Head office, as the case may be, duly sealed within 10 days of the receipt of APAR from concerned Office.

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