



नेहरु युवा केन्द्र संगठन

Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था an Autonomous Body under the
युवा कार्यक्रम एवं खेल मंत्रालय Ministry of Youth Affairs & Sports
भारत सरकार Government of India

11037/NYKS/PERS/APAR:2023-24/583

Date: 27-08-2024

OFFICE MEMORANDUM

Subject: Final Reminder for submission of Annual Performance Assessment Report (APAR) for the Period 2023-24-reg.

Ref. No: - Circular no. 11037/NYKS/PERS/APAR:2023-24/198 dated 26th March, 2024. Reminders for Submission of APAR's vide emails Dated 14th June, 2024 and 27th July, 2024.

This is in reference to the NYKS Circular No. 198 dated March 26, 2024, and subsequent reminders sent via email on 14th June, 2024 and 27th July, 2024, wherein guidelines were provided by NYKS Headquarters for the completion and submission of Annual Performance Appraisal Reports (APARs) for the period 2023-24.

2. It has come to the attention of the Competent Authority that the APARs for several employees have not yet been received by the Personnel Section at NYKS Headquarters, even after the submission deadline of July 31, 2024 the deficiency list of APAR's for the period 2023-24 is enclosed at Annexure- 1.

3. As per point no. 3(iii) of the aforementioned Circular, it is reiterated: "*Delay in submission of self-appraisal by any employee should not delay the process of writing the APAR for that employee. In case the Ratee Officer/employee does not submit the self-appraisal by the due date (i.e., April 15, 2024), the Reporting Officer must remind the Ratee in writing, instructing them 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. In no self-appraisal is received by the stipulated date, the Reporting Officer should obtain a fresh APAR form from the concerned Office/Section and complete the report on the basis on their experience of the work and conduct of the Ratee. While doing so, the Reporting Officer may also highlight the shortcomings of the officer for not submitting his/her self-appraisal within the stipulated time.*"

4. Therefore, if there are any APARs that have not been received by the Reporting or Reviewing Officer, the said officers are directed to submit the necessary APAR forms and complete the appraisal process without further delay, following the guidelines outlined above and forward pending APARs of their subordinates to Personnel Section NYKS Headquarters. (complete in all respect i.e. marks/signature/stamp etc.) latest by **15th September, 2024 failing which a written warning will be placed in the dossier of the concerned Reporting/Reviewing Officer for not having performed the public duty of writing APAR of the subordinate within the due date.**

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27/08/2024

5. Also, as already mentioned in said Circular, all "Reviewing Officers" must ensure disclosure of APARs to the concerned subordinates, prior to sending complete APARs to NYKS Headquarters & maintain a record of the same.

6. While forwarding the APARs to NYKS Headquarters, concerned Regional Directors and State Directors are requested to kindly re-check the APARs for any deficiency/discrepancy before forwarding the same to Hqrs. for inadvertent delays in processing of APARs.

7. All State Directors are requested to make the above reminder available to all Kendras in the State.

This issues as per the directions of Competent Authority.

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27/08/2024

Aartika Sethi
Asstt. Director (Personnel)

To : All Directors, Regional Directors, State Directors/ State Director (i/c), Joint Directors, Dy. Directors, Assistant Directors/District Youth Officers of NYKS.

Enclosure' : As above

Copy to :

- PS to DG, NYKS, Hqrs., New Delhi.
- EDP Section, NYKS, Hqrs, New Delhi- **"with a request to upload the O.M on the NYKS website"**
- Concerned files.