

STANDING ORDER No.04/2015

DIRECTORATE GENERAL, CRPF
BLOCK NO.1, CGO COMPLEX, LODHI ROAD, NEW DELHI - 110 003.
(MINISTRY OF HOME AFFAIRS)

No.R.9/Inst-CR (Vol-XVII)

Dated, the

June'2015

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Subject: PREPARATION AND MAINTENANCE OF ANNUAL PERFORMANCE APPRAISAL REPORTS (APAR) OF OFFICERS

Lot of changes have taken place with regard to concept of writing ACR (now APAR) as well as administrative changes in CRPF like creation of Zones and creation of some new posts after issuance of last Standing Order on the subject, viz., S/O-56/2001, which necessitated introduction of new rendition channels. Though certain administrative orders have been issued from time to time in accordance to the changing scenario, however, it has become inevitable to bring together all the orders/instructions in the form of a Standing Order so as to have related instructions in a compact document. Hence, the instant Standing Order is an effort to compile required instructions on the subject in a single order:-

1. INTRODUCTION:

- 1.1 Confidential reports (now Annual Performance Appraisal Reports or APAR) is of an important role in service matters like confirmation, deputation, promotion etc. Thus, this matter is of great importance for the efficiency and morale of the services. Hence, it is of great concern that reports are written with the utmost care so the work, conduct, character and capabilities of the Officer reported upon can be actually judged from the recorded opinion. Officers recording remarks must realize the importance of these entries as their own competency will be judged from the remarks they recorded about Officers working under them.
- 1.2 The system of Confidential Reports has two principle objectives and the Reporting Officer should have a very clear perception of these objectives. The first and foremost is to improve the performance of the subordinate in his present job. The second objective is to assess the potentialities of the subordinate and prepare through appropriate feedback and guidance for future possible opportunities in service. To a great extent, the second objective is dependent on the achievement of the first.

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- 1.3 The practice of fixing physical/ financial targets/ objectives/ goals for each year shall be adopted for each Officer. These targets/ objectives need not always be expressed in quantitative and physical measure. Wherever possible, they should be so expressed, but some targets objectives could be set and described in qualitative terms or as goals or milestones which are intended to be achieved during the year. If an adequate analysis is made, every job can be broken down into tasks/ goals/ milestones. The endeavour should be made to look at one's job as consisting of specific targets/ objectives/goals/ milestones, whether they are described in quantitative or qualitative terms.
- 1.4 The new appraisal system requires certain attitudinal changes. The Reporting and Reviewing Officers should not shy from mentioning shortcomings in performance, attitudes and overall personality of the Officer reported upon. It should further be realized by the Reporting and Reviewing Officers that the whole objective is to develop the Officer and the exercise of report writing is not intended to be a fault-finding process, but a developmental one.

2. MEMORANDUM OF SERVICES:

- 2.1 With a view to enabling the Reporting Officers to make correct overall assessment of the work and conduct of their subordinates, the Reporting Officers are required to maintain Memorandum of Services in respect of each officer employed under them. All instances of good and bad work coming to the notice of Reporting Officer should be promptly noted in the Memorandum of Services. Impression formed by the Officer at the time of visits, inspections, and interviews etc., should also be included in the Memorandum. This Memorandum should not be reduced to a black book of recording instances of only adverse nature. Instances of good work should also be liberally recorded.
- 2.2 The Memorandum of Services, should invariably, be consulted at the time of writing annual reports. The Memorandum of Service in respect of an Officer should be a complete and continuous record of his service and accordingly, it should not be destroyed after the annual report has been written.
- 2.3 The entries in the Memorandum of Service should be based on facts and documentary evidence. The Memorandum of Service may also be consulted on the occasions of making

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- transfer, promotion or writing specific reports. For writing the annual report, only those entries in the Memorandum which pertain to the year of the report should be taken into account. The entries in the Memorandum of Service need not necessarily be communicated.
- 2.4** Superior Officers while visiting a unit will see the Memorandum of Service. It will be mandatory for the Reporting Officer to send a copy of his quarterly assessment, alongwith any advice or appreciation issued to an Officer on the quality of his work, to the Reviewing Authority with copy to the Superior Reviewing authority. This apart from allowing the Reviewing and Superior Reviewing authority to keep a check that the instructions with regard to the Memorandum of Service are being followed will also enable them to keep abreast of the work quality of Officer subordinate to them. While visiting subordinate offices, the reporting, reviewing and superior reviewing authority should carry the quarterly reports and also themselves assess the work quality of subordinates reported upon. This should have a positive impact on the objectivity in recording the APAR. The instructions in this context are annexed as ANNEXURE-I.
- 3. WRITING OF A.P.A.Rs**
- 3.1** In accordance with the existing instructions, the Reporting and Reviewing Officers are required to have at least 3 months' experience of supervising the work and conduct of the Government servant reported upon to record their assessment in the APAR. Where the Officer reported upon has taken Earned Leave for a period of more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for purpose of computing the period of 3 months which is relevant for writing entries in the APAR. Leave taken for short duration need not be treated as relevant for the purpose.
- 3.2** If an Officer is transferred during the middle of the reporting year, he should immediately write the APARs of his subordinates in respect of the year for the period upto the date of his transfer if he happens to have three months experience. The report so written by the earlier reporting officer may be got reviewed immediately by the reviewing officer (without waiting till the end of the calendar year or financial year, as the case may be) within two weeks after the receipt of

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report from the earlier reporting officer and will kept the APARs in his custody. If the reviewing authority is transferred not simultaneously with Reporting Officer, but after sometime, he will hand over such reports to his successor and the successor will review the reports of remaining period if he happens to have three months' experience. If, however, a reviewing authority retires while there is no change in the Reporting Officer and the subsequent reviewing authority does not have three months' experience of the work and conduct of the reportee, the reviewing portion will be left blank with a suitable note, recorded therein. This note can be recorded by the new reviewing authority who could not review the report because he did not have even three months' experience.

- 3.3 When, there is no Reporting Officer having the requisite experience of three months or more during the period of report, as a result of which no Reporting Officer is in a position to initiate the report, the Reviewing Officer himself may initiate the report as a Reporting Officer, provided the Reviewing Officer has been the same for the entire period of report and he is in a position to fill in the columns to be filled in by the Reporting Officer. Where a report is thus initiated by the Reporting Officer, it will have to be reviewed by the officer above the Reviewing Officer.
- 3.4 When, the Reporting Officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within a month of his retirement or demission of office. Similarly, the Reviewing Authority can also review the APARs of his subordinates within one month of his retirement or demission of office.
- 3.5 Where an Officer has not served under the Reporting Officer for more than three months, a certificate **(NIC)** to this effect should be kept in his CR Dossier so that reasons for not initiating the APAR for that particular period can be known at a glance.
- 3.6 Officers writing the APARs should have carefully observed the work and conduct of those under their control, and have provided required training and guidance, where necessary. The APARs should be based upon the results of such observations as well as the periodical inspections.
- 3.7 Reference to a specific incident may be made, if at all only by way of general nature e.g., inefficiency, dilatoriness, lack of initiative or judgment etc.

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- 3.8 There may be occasions when a superior Officer may find it necessary to criticize adversely the work of an Officer working under him or he may call for an explanation for some act of omission or commission and taking all circumstances into consideration, it may be felt that while the matter is not serious enough to justify the imposition of minimal formal punishment, it calls for some formal action such as the communication of a written warning/displeasure/reprimand. Where such a warning/displeasure/reprimand is issued, it should be placed in the personal file of the Officer concerned.
- 3.9 At the end of the financial year, the reporting authority while writing the confidential report of the Officer, may decide **not to make a reference** in the confidential report to the warning/ displeasure/ reprimand, **if**, in the opinion of that authority, **the performance** of the Officer reported upon, after issue of the warning or displeasure or reprimand, as the case may be, **has improved and has been found satisfactory**.
- 3.10 When a confidential report does not cover an earlier period during the year, the Reporting Officer should, at the top of the report, mention the period of gap indicating the reasons for which a report for that period has not been written.
- 3.11 **INSTRUCTIONS REGARDING THE EFFECT OF AWARD OF DG'S DISPLEASURE TO OFFICERS OF THE CAPF**

In supersession to MHA's letter NO.I-45026/25/87-Pers-II dated June 1989, MHA vide their OM No.I-45026/01/2015-Pers-II dated 27/3/2015 has issued the following fresh instructions :-

- i) Displeasure is not a penalty enlisted in Rule 11 of CCS(CCA) Rules 1965 and therefore it cannot be considered for denial of promotion.
- ii) If a displeasure or warning has been given to an officer/member of the CAPF, the Reporting/ Reviewing/Accepting Authority, while writing the Annual Performance Assessment Report (APAR), should take this into consideration and decide to reflect or not to reflect the same based on the improvement or otherwise noticed in the person after receipt of the displeasure or warning.
- iii) Once the APAR of an officer or member of the CAPF is finalized for the year or the date for finalizing such APAR is over, the displeasure or warning conveyed will become infructuous. These revised instructions will take effect from the

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date of issue of this OM. In no case, cases settled before issue of this OM in the light of the instructions dated June 1989 in vogue till now, will be reopened.

- 3.12 The Annual Confidential Report (now APAR) should also contain a general assessment of the Government servant and he should be graded according to his performance. ***A Government servant should not be graded outstanding unless exceptional qualities and performance has been noticed in him. Grounds for giving such a grading should be clearly brought out.***
- 3.13 If the Reporting Officer feels that a prescribed course of training is required by an official in order to equip him better for his duties or to develop his potentialities, he may make a separate recommendation to the Appropriate Authority on this matter. The confidential report would not be a proper place for such recommendation.
- 3.14 While it is expected that the detailed format with alternative answers prescribed for APARs would go a long way to minimize cryptic, vague or non-committal remarks being made in the reports, there may be cases where the entries are not sufficiently meaningful. Such reports should be returned to the Reporting Officer for amplification or explanation.
- 3.15 There may be cases, where though the remarks in the CR are not adverse in a strict or narrow sense, the effect of these remarks cumulatively on the service prospects of the Officer are adverse (e.g. fall in standards of the Officer's performance as compared to his past performance). In such cases, the attention of the Officer should be specifically drawn to that fact, so that he could be alerted for improving his performance.
- 3.16 The practice of granting letter of appreciation or notes of commendation to Government servants and placing them in Confidential Reports Dossier should be discouraged except the following cases:-
- (i) Letters of appreciation issued by the Government or a Secretary or Head of Department in respect of any Outstanding work.
 - (ii) Letters of appreciation issued by special bodies or commissions or committees, etc., or excerpts of their Reports expressing appreciation for a Government servant by name.

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(iii) Letters of appreciation from individual non-official or from individual officials (other than a Secretary or Head of Department) may go into the Confidential Report if confined to expressing appreciation for services rendered far beyond the normal call of duty and provided the Secretary or the Head of the Department so directs.

Appreciation of work should be recorded in Annual Confidential Report (now APAR) rather than in letters of appreciation which do not give complete perspective of the Government servant's good and bad points.

3.17 Orders/memorandum/communication of important nature pertaining to adverse APARs/disciplinary cases/punishment/representation/appeal etc, particularly, where it has an adverse implication, are required to be acknowledged by the recipient/addressee. In the past, it has been noticed that acknowledgement/receipts are not received within a reasonable time, and in some cases, they are not received at all. Obtaining and placing acknowledgement/receipt in relevant files/record/dossiers, as the case may be, is a must in such cases to avoid complications at a later stage. Therefore, while issuing such memoranda/orders, it should be ensured that the Heads of Offices invariably obtain and place on record the acknowledgement of the persons concerned, as a token of delivery of the said order/communication to the persons concerned.

3.18 The assessment by the concerned Reviewing/ Accepting Authorities should be impartial & objective and in case such authorities decide to down/upgrade the grading given by the Reporting/Reviewing Officer, sufficient reasoning must be duly given/ recorded.

3.19 I agree or disagree with the Reporting Officer/ Reviewing Officer" used by the Reviewing/Accepting Authority shall not be construed as sufficient reason for upgrading/downgrading the overall grading given by the Reporting Authority/ Reviewing Authority.

4. PERIODICITY:

4.1 APARs should be recorded annually for the period covered by financial year to fall in line with the majority of Services and co-incide with the period of Annual Action Plan.

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- 4.2 Normally, there should be only one report covering the year report, there can be situations in which it becomes necessary to write more than one report during a year. There is no objection to two or more independent reports being written for the same year by different Reporting Officers in the event of a change in the Reporting Officer during the course of a year, provided that no report should be written unless a Reporting Officer has atleast three months' experience on which to base his report. In such cases, each report should indicate precisely the period to which it relates and the reports for the earlier part or parts of the year should be written at the time of the transfer or immediately thereafter and not deferred till the end of the year. The responsibility for obtaining confidential reports in such cases should be that of the Head of the Department or the Office.
- 4.3 The annual report should be recorded within one month of the expiry of the report period and delay in this regard on the part of the Reporting Officer should be adversely commented upon; if the officer to be reported upon delays submission of self-appraisal, this should be adversely commented upon by the Reporting Officer.
- 4.4 No Officer under suspension should be allowed to write/review the APARs on his subordinates, if during major part of writing/reviewing he is under suspension as he might not have full opportunity to supervise the work of his subordinates.

5. SELF APPRAISAL - RESUME OF WORK DONE:

- 5.1 In the forms for the performance of self appraisal, sufficient spaces have been allotted for making necessary entries both the Officers reporting upon and by the Reporting and Reviewing Officer. The space allotted would only be used for making any entries and no extra sheets would be attached, any APARs containing additional sheets would not be accepted.

The Department of Personnel and Training have taken strong objection to the enclosing of additional pages and have issued instructions to all Ministries and Departments.

- 5.2 It is reiterated for the guidance of all concerned that the self-appraisal should be precise to the point and refer to the areas of responsibility of the Officer reported upon and should be strictly within the prescribed limit of 300 words. The self appraisal should reflect actual achievements during the period so that

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the scope for disagreement with it is reduced to the absolute minimum.

While it is not possible to make any generalization on the question which of the remarks of the Reporting Officer in relation to the self-appraisal of the Officer reported upon should be treated as adverse or otherwise, the following may be taken as general guidelines by all concerned:-

If the Reporting Officer records alongwith reasons against the column provided that the self-appraisal contains too much self-praise, such disagreement will not be considered as adverse remarks. Therefore, while recording reasons for disagreement with the self appraisal, the Reporting Officer may make it clear, whether or not his observations on the self-appraisal are to be taken as adverse remarks. If the Reporting Officer disagrees with the self-appraisal and intimates such disagreement to be taken as adverse, he may back it up with factual details and put them on record. Nothing prevents the Reporting Officer to point out the inadequacies or exaggerations in the self-appraisal and ask the Officer if he would like to reconsider it. Such an approach may rule out the possibility of disagreement in a large number of cases.

The Reporting Officer's observations have necessarily to be with reference to the actual performance of the Officer during the period and that too on the basis of established facts and other relevant materials contained in the Memorandum of Services etc.

Confidential report is an annual assessment of the work and conduct of every Officer serving under the Government and there is no reason for dispensing with the writing of CRs in the case of Officers appointed on contract. Further, the CR written on the Officer appointed on contract will enable the authorities to keep a watch on his performance and decide whether to terminate the contract or renew it, according to the circumstances of each individual case.

6. TIME SCHEDULE

6.1 Following is the time schedule for preparation/ completion of APAR:-

SNo	Activity	Date by which to be completed.
1.	Distribution of blank APAR forms to all concerned	31 st March (this may be completed even a week earlier)

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2.	Submission of self-appraisal to reporting Officer	15 th April
3.	Submission of report by reporting Officer to reviewing Officer	30 th June
4.	Report to be completed by reviewing Officer and to be sent to accepting authority/SRO	31 st July
5.	Appraisal by accepting authority/SRO	31 st August
6.	Disclosure to the Officer reported upon.	15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of communication

- 6.2 In regard to Item 2 in the time schedule, it is clarified that Reporting Officer should not wait till the expiry of the time-limit for self-appraisal of the Officer to be reported upon. After the expiry of first week, if self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the Officer to be reported upon in writing, asking him to submit the self appraisal by the stipulated date. It should also be made clear in the reminder that if the Officer to be reported upon 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 can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the Officer reported upon. While doing so, he can also point out the failure of the Officer reported upon to submit his self-appraisal within the stipulated time.
- 6.3 It has been emphasizing from time to time the need to complete the Annual Confidential Reports (now APAR) of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. A time-schedule was prescribed for various stages in the matter of writing of Confidential Reports in DoPT OM NO. 21011/1/2005-Estt. (A) (Pt-I) dated 23/07/2009 as indicated at para 6.1 above. The writing of APAR is a public trust and responsibility. Hence, the time schedule for preparation of Confidential Reports and other instructions as laid down in DoPT OM dated 23-7-

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- 2009 should be scrupulously followed to ensure that APARs are completed in time.
- 6.4 As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of APAR for the relevant period, the matter of timely completion of APARs was further reviewed in DoPT and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the APAR. It has been decided that while the time-limits prescribed in the aforesaid OM dated **23/07/2009** should be adhered to as far as possible, in case the APAR is not initiated by the Reporting Officer for any reasons beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the Officer to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer on next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the APARs shall, while forwarding the APARs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organization in the case of attached and subordinate office, the names of those Group 'A' and 'B' Reporting Officers and Group 'A' Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the APARs even by 30th June or 31st August, as the case may be. The Secretary in the Department/Head of the Organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned Officers for having performed the public duty of writing the APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting Officer concerned.
- 6.5 In case the remarks of the Reporting or Reviewing Officer, as the case may be, have not been entered in the APAR due to the concerned Officer forfeiting his right to make any entry as per the provision in 6.4 above, a certificate to this effect shall be added in his APAR for the relevant period. In case both the Reporting Officer and Reviewing Officer had forfeited

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their rights to enter any remarks, the CR format with self appraisal given by the Officer to be reported upon will be placed in his APAR folder.

- 6.6 These instructions shall be applicable for the APARs for the period 2008-09 onwards.
- 6.7 The Reporting Officer will complete the APAR as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
- 6.8 The Reviewing Officer will also complete the review of the APAR as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.

7. RENDITION CHANNEL OF APARs:

- 7.1 The channels of rendition of APARs in respect of Officers, including Medical Officers, are prescribed in **ANNEXURE-II** attached.

8. INITIATION AND MAINTENANCE OF APARs:

- 8.1.1 **2-I/C / DC / AC** : The APARs will be initiated in duplicate by the Reporting Officers and sent to the Reviewing Officers as per rendition channel. Reviewing Officers after endorsing their remarks will send the APARs to accepting authority/SROs for its acceptance. On acceptance of APAR by accepting authority/SRO, the APAR is considered as completed. On completion of APAR, the SRO will send both copies of APAR to the Adm IGP of the Officer concerned, where the Sector APAR folder is being maintained. The concerned Adm Sector IGP will ensure communication of APAR to concerned Officer and upto-date maintenance of Sector APAR folder. One copy of the completed APAR alongwith receipt of communication is to be sent by Adm Sector IGP to this Directorate for placing the same in Directorate APAR folder.
- 8.1.2 **Commandants** : As per revised rendition channel, concerned Zonal Spl. DsG/Addl.DsG are the accepting authority/SRO in respect of Commandants and their Zonal APAR folders are also being maintained by respective Zones. On completion of APAR, the concerned Zone will ensure its communication to concerned Officer and upto-date maintenance of Zonal APAR folders. One copy of the completed APAR alongwith receipt of communication is to

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be sent by Zonal Spl. DG/Addl. DG to this Directorate for placing the same in Directorate APAR folder.

- 8.1.3 **DisG** : In the case of DisG, concerned IsG and Spl.DG/Addl.DG are the Reporting/Reviewing Officers respectively as per rendition channel and DG, CRPF is the accepting Authority/SRO. Both their APAR folders are also being maintained at Directorate. Therefore, concerned Zonal Spl. DG/Addl. DG after endorsing their remarks in the capacity of Reviewing Officers will send both copies of APAR to the CR & Vig Branch of Directorate for getting the remarks of DG CRPF endorsed, communication to the DisG concerned and placing in both APAR folders.
- 8.1.4 **Inspectors General** : In the case of IsG, the concerned Spl. DG/Addl. DG are reporting Officers, DG CRPF is the Reviewing Officer and HS is accepting Authority/SRO. The APAR folders in respect of IsG are being maintained by Personal Section of DG, CRPF, therefore, concerned Spl. DG/Addl. DG after initiating APARs of IsG, will send both copies to the Sr. PS to DG CRPF for further course of action.
- 8.1.5 **Addl. DG** : In the case of Addl. DG of CRPF cadre, DG CRPF is the Reporting Officer, HS Reviewing Officer and HM is the accepting authority/SRO. Both the APAR folders in r/o cadre Addl. DG are being maintained by Personal Section of DG, CRPF. Therefore Addl. DG of CRPF cadre will send his resume to Sr. PS to DG CRPF for further course of action.
- 8.1.6 **Indian Police Service Officers**: APAR correspondence in respect of IPS cadre officers is being dealt by Personal Section of DG CRPF, therefore, APARs in respect of these Officers be sent to Personal Section of DG CRPF after its completion as per rendition channel for further course of action.
- 8.2 **APARs IN R/O OFFICERS POSTED IN TRAINING INSTITUTIONS** : There is duality in writing the APARs of DisG and Commandants posted in Training Institutions (except ISA and CRPF Academy). For these Officers, two separate APARs one as Adm APAR and another as Training APAR are to be initiated, for which, separate APAR forms as circulated vide this Directorate Letter No. R.9/Instrn-CRC dated 14/08/2012 have been devised and their Reporting, Reviewing and Accepting Authority/SRO have also been incorporated in the rendition channel enclosed as "**Annexure-II**".

8.3 APARS IN R/O COMMANDANTS POSTED IN CoBRA UNITS:

Similarly, there is duality in writing the APARs of Commandants posted in CoBRA Units, two separate APARs in respect of these Officers, one as Adm APAR and another as Ops APAR are to be initiated, for which, separate APAR forms as circulated vide this Directorate letter No. R.9/Instrn-CRC (Vol-XV) dated 26/03/2012 have been devised and their Reporting, Reviewing and Accepting Authority/SRO have been incorporated in rendition channel enclosed as "Annexure-II".

8.4 AFFIXING OF PHOTOGRAPHS ON APAR PROFORMA: Though the revised page No. 01 (Personal Data) of APAR format in respect of all the Officers incorporating space for pasting two photographs i.e., one right lateral view full size (head to toe) standing posture of the Officer and another passport size photograph has already been circulated vide this Directorate letter No. R.9/Instrn-CRC dated 12/11/2012 for adoption from the APAR assessment year 2012-13 onwards but from the APARs of Officers being received in this Directorate, it has been observed that while affixing photographs on the designed space, the instructions issued as stated above are not being followed in letter and spirit. Hence, it is further clarified that :-

1. Colour photograph in working uniform with plain white background should be affixed on the APAR.
2. The **right lateral view full size (head to toe) standing posture photograph** of the Officer should be in such a position that his right shoulder is facing camera.
3. The photographs are to be without headgears (except for Sikh Officers).

8.5 Consequent on promotion of a 2 I/C to the rank of Commandant, his APAR dossier maintained by Sector IG is to be transferred to the concerned Spl. DG/Addl. DG Zone for further maintenance.

8.6 Consequent on promotion of a Commandant to the rank of DIG, his APAR dossier maintained by Zone is to be transferred to the CR & VIG Dte., for further maintenance.

8.7 When an Officer is transferred from one Sector Unit/Office to another Zone/Sector Unit/Office, Sector APAR dossier will be transferred to new Zone/Sector HQrs without any delay.

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- 8.8 IRLA number should invariably be mentioned against the name of Officer in the APAR format at Column No.1 as well as in non-initiation certificates. Further Name, Rank & IRLA No. should also be mentioned in all the pages of APAR format as given on top of the right side corner of the prescribed APAR format.
- 8.9 The APAR dossier of Officers, who have resigned/discharged/dismissed/removed/retired from service, and deputationists will be maintained by the Sectors where the Officer remained posted last.
- 8.10 APAR dossiers of Officers, who retired/dismissed/removed/discharged/resigned from service, will similarly be weeded out after a period of five years from the date of the retirement/removal/discharge/dismissal etc. However, in case, where a civil or criminal case against the Govt. or any authority or against the officer, during his service for any matter connected with his service is pending, the APAR file of such persons shall be retained during the pendency of the original suit/appeal/review/revision, etc. notwithstanding the period prescribed for retention. The dossier, however, be weeded out on expiry of two years after the final disposal of the case by the highest court approached by the Officer/Govt. Similarly, when an Officer whether serving or retired, expires, his APAR dossier will be weeded out two years after definite information about his/her death.
- 8.10.1 After a period of retention of the APAR dossier for two years, if a specific written request is received from the concerned retired officer to this effect, the CR dossier may be provided to him. Before any APAR dossier is weeded out on completion the normal retention period, it may be certified by the concerned section that no request for handing over the APAR dossier has been received from that retired officer. However, if any disciplinary proceedings were pending finalization in respect of the officer at the time of his retirement, the period of two years shall count from the date of issue of final orders in the disciplinary proceedings.
- 8.11 As regards Officers on deputation, their APARs for the relevant period will be obtained by the Directorate from the borrowing organizations and one copy of the same will be sent to Zonal/Sector HQrs for placing in his APAR dossier maintained by the Zonal/ Sector HQrs

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where the Officer remained posted prior to his proceeding on deputation.

- 8.12 Adequate care should be taken to ensure that the secrecy of confidential documents is not in any way compromised. The reporting and reviewing Officers are required to indicate their names and designations at appropriate place provided in the APAR form.
- 8.13 In order to enable the reviewing authority to discharge his responsibility properly, it has now been decided that where a reviewing Officer is not sufficiently acquainted with the work of the Officer reported upon so as to be able to form an independent opinion of his own, it should be the responsibility of the reviewing Officer to verify the correctness of the remarks of the initiating Officer, after making such inquiries as he may consider necessary. Wherever needed and feasible, he should also give hearing to the person reported upon before recording his remarks.
- 8.14 **IsG (Medical) :-**
- a) Adm APAR in r/o IG/Director (Medical) posted at Directorate General/ Force Hqrs will be initiated in duplicate by ADG (Hq) and sent to ADG (Medical), CAPFs for initiating it's Technical Part, who, on initiating the technical part, shall send the APAR to DG CRPF for it's review and acceptance by HS.
 - b) Adm APAR in r/o IsG (Medical/Medical Superintendents) posted in 100 Bedded Hospitals will be initiated by concerned SDG/ADG Zone and sent to ADG (Medical), CAPFs for initiating it's Technical Part, who, on initiating the technical part, shall send the APAR to DG CRPF for it's review and acceptance by HS.
- 8.15 **DIsg (Medical) :-** Adm APAR in r/o DIsg (Medical) posted in 50 Bedded CHs will be initiated by concerned Sector IG, who after initiating Adm. part of APAR will send it to the Director/IG (Medical) at Force Hqrs for initiating Technical Part of APAR. After initiating Technical Part of APAR, the Director/IG (Medical), Dte., CRPF will send to the concerned Zonal SDG/ADG for review of Adm. Part of APAR, who after review of Adm. Part of APAR will send to ADG (Medical), CAPFs for review of Technical Part of APAR. After review of Technical Part of APAR, ADG (Medical), CAPFs will send to DG CRPF for acceptance. [A note of function of DIG (Medical) will also be given by IG (Medical) of nearest

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referral 100 Bedded CH to Director/IG (Medical), Dte, CRPF.

8.16 **CMOs (SG) :-**

- a) Adm as well as Tech. APAR in r/o CMOs(SG) posted in Medical Dte., will be initiated by Director/IG (Medical), Dte and send it to ADG (Med) CAPFs for review of Technical Part of APAR. After review of Technical Part of APAR, the ADG (Med), CAPFs will send it to ADG (Hqr), Dte., CRPF for review of Adm. Part of APAR, who, after review, will send it to DG CRPF for acceptance.
- b) Adm as well as Tech. APAR in r/o CMOs(SG) posted in 100 Bedded CHs will be initiated by IG (Medical)/Medical Superintendent of same CH and sent to ADG (Med) CAPFs for review of Technical Part of APAR. After review of Technical Part of APAR, the ADG (Med), CAPFs will send it to ADG (Hqr), Dte., CRPF for review of Adm. Part of APAR, who, after review, will send it to DG CRPF for acceptance.
- c) Adm as well as Tech. APAR in r/o CMOs(SG) posted in 50 Bedded CHs will be initiated by DIG (Medical) of same CH and sent to concerned Sector IG for review of Adm. Part of APAR. After review of Adm. Part of APAR, the concerned Sector IG will send it to Director/ IG (Med), Dte., CRPF for review of Technical Part of APAR, who, after review, will send it to concerned SDG/ADG Zone for acceptance.
- d) Adm Part of APAR in r/o CMOs(SG) posted in 20 Bedded/GC/Trg Centre Hospitals will be initiated by DISG of respective GC/Training Institute. In case, where both (GC and Training Institute) have common hospital, the Adm. APAR will be initiated by DIG GC. After initiation of Adm. Part of APAR, the concerned DIG GC/Training Institute will send it to the DIG(Medical) of nearest 50 Bedded CH for initiation of Technical Part of APAR, who after initiation of Technical Part of APAR will send it to concerned Sector IG for review of Adm. Part of APAR. After review of Adm. Part of APAR, the concerned Sector IG will send it to concerned SDG/ADG Zone for acceptance.
- e) Adm Part of APAR in r/o CMOs(SG) posted in unit will be initiated by unit Commandant. If the CMO (SG) happens to be senior to unit Commandant, the Adm. Part of APAR will be initiated by Adm. DIG.

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However, if Adm. DIG & Ops DIG are both available, then Ops DIG will initiate the Adm Part of APAR. After such initiation of Adm. Part of APAR, the concerned D.I.O. will forward it to DIG (Medical) of nearest 50 Bedded CH for initiation of Technical Part of APAR, who after initiation will send it to the concerned Sector IG of Adm I.O. for review of Adm Part of APAR. After review of Adm Part of APAR, concerned Sector IG will send it to SDG/ADG of respective Zone for acceptance.

8.17 **CMOs (OG)/SMOs/MOs:-**

- a) Adm as well as Tech. APAR in r/o CMOs (OG)/SMOs/MOs posted in 100 Bedded CHs will be initiated by IG (Medical)/Medical Superintendent of same CH and sent to ADG (Med) CAPFs for review of Technical Part of APAR. After review of Technical Part of APAR, the ADG (Med), CAPFs will send it to ADG (Hqr), Dte., CRPF for review of Adm. Part of APAR, who, after review, will send it to DG CRPF for acceptance.
- b) Adm as well as Tech. APAR in r/o CMOs (OG)/SMOs/MOs posted in 50 Bedded CHs will be initiated by DIG (Medical) of same CH and sent to concerned Sector IG for review of Adm. Part of APAR. After review of Adm. Part of APAR, the concerned Sector IG will send it to Director/ IG (Med), Dte., CRPF for review of Technical Part of APAR, who, after review, will send it to concerned SDG/ADG Zone for acceptance and maintenance.
- c) Adm Part of APAR in r/o CMOs (OG)/SMOs/MOs posted in 20 Bedded/GC/Trg Centre Hospitals will be initiated by Commandant GC/ Commandant Training Institute and reviewed by DIG/Principal of respective GC/Training Institute. In case where both the institutions have common hospital, it will be initiated by Commandant GC and reviewed by DIGP GC. The Technical Part of APAR in r/o CMOs (OG)/SMOs/MOs posted in such Hospitals will be initiated by senior most CMO (SG) of the nearest 50 Bedded CH/100 Bedded CH so nominated by Medical Directorate. CMO (SG) so nominated will initiate Tech. APAR after conducting Technical inspection of the respective 20 Bedded Hospital. It will be reviewed by DIG (Med)/IG (Med) of nearest 50/100 Bedded CH, as the case may be. The Adm Reviewing Officer, after review, will send APAR of such Medical Officers to Technical Reporting Officer,

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who after initiating Tech. APAR will send it to Tech. Reviewing Officer. After Tech. Review of APAR, it will be sent to Sector IG for acceptance.

- d) Adm Part of APAR in r/o CMOs(OG)/SMOs/MOs posted in duty Bns will be initiated by unit Commandant, who after initiation will send it to DIG (Med)/CMO (SG) of 20 BH having jurisdiction for initiating Tech. Part of APAR. After initiating Tech. Part of APAR, the Tech. IO will send it to the IG/DIG (Med) of respective CH having jurisdiction higher than Tech. IO, who, after reviewing Tech. Part of APAR will send it to Ops DIG for review of Adm. Part of APAR. If Adm. DIG & Ops DIG are both available, then Ops DIG will review the ADM. Part of APAR. The Adm. Reviewing Officer after reviewing the APAR will send it to the concerned Sector IG for acceptance.

9. INITIATION OF APARs OF SPORTSMEN

9.1 The CSO/Unit Commander, under whom they are posted for sports training may be in a fit position to give their opinion about the discipline, conduct, professional efficiency, etc., of the sportsmen and this can be taken into consideration while initiating APARs. Therefore, the opinion of CSO/Unit Commander, as the case may be, should be called for by the Officer initiating APARs and taken into account.

9.2 Some of the members of Central Games and Sports Teams have to remain away from Units for a considerable part of the year due to sports schedule made after Annual Sports Conference. In such cases, Unit Commandants, while initiating APARs, make endorsements like 'I do not know him' or 'he often remains absent from Unit on sports duty' etc. Although such observations may be factually correct but the same amounts to non-committal and may not be fair to the sportsmen concerned as they remain away from Units on specific instructions/to carry out sports training schedule planned for them.

10. MENTION IN APAR REGARDING COURSES / PHYSICAL FITNESS / STATEMENT OF HEALTH:

10.1 The remark relating to ill health or physical defects is a factual statement. It would not be

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proper to treat this as an adverse remarks to be communicated to the officer concerned unless there is a specific mention in the remarks of the reporting/reviewing officer that the ill health has been aggravated by the officer himself by negligence on his part or by abuse of his personal life and it militates against efficient performance of his duties.

10.2 In the existing APAR format, the State of Health of such officers, shall be recorded in the 'State of Health' column. The Medical Category obtained in the AME should be indicated clearly.

11. GRADING:

The categorization of grading is as under. No other grading except mentioned below be made by Initiating, Reviewing and Accepting authorities:-

a) Outstanding

b) Very Good

c) Good

d) Below Good

12. FILLING UP COLUMN FOR INTEGRITY:

The following procedure should be followed in filling up the column relating to integrity: -

- i) If the officer's integrity is beyond doubt, it may be so stated.
- ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - a. A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he had heard nothing against the officer, as the case may be.
 - b. If, as a result of the follow-up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the confidential report.

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- c. If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- d. If as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above

13. COMMUNICATION OF APAR

The **G.I., Dept. of Per. & Trg., O.M. No. 21011/1/2005-Estt. (A) (Pt-II), dated the 14th May, 2009** has brought numerous changes with regard to writing of Confidential Reports, which are as follows:-

- i)** The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
- ii)** The full APAR including overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
- iii)** The section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- iv)** ***The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR.*** The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

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- v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the Reporting Period 2008-09 which is to be initiated after 1st April, 2009.
- vi) The Competent Authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
- vii) The Competent Authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the Competent Authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

13.1 Since following are the accepting authorities in respect of the Officers mentioned below and their one APAR folder is being maintained by them, they will be responsible for communication of APAR to the concerned Officers and keeping it's accepted copy in the APAR folder being maintained by them:-

SlNo.	Rank	APAR being maintained by
1.	Commandants (except posted in Dte., CoBRA/RAF/Signal units & Trg Inst)	Concerned Zones
2.	2-I/Cs, DCs & ACs (except posted in Dte., Trg Institutions & Signal Units)	Concerned Sectors

Similarly, following are the accepting authorities in respect of the Doctors mentioned below and their one APAR folder is being maintained by them, they will be responsible for communication of APAR to the concerned Doctor and keeping it's accepted copy in the APAR folder being maintained by them:-

Sl No.	Rank	APAR being maintained by
1.	CMOs (SG) (except posted in 100 Bed CHs & Med. Dte.)	Concerned Zones

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2.	CMOs (OG)/SMOs/MOs posted in 50 Bed CHs.	Concerned Zones
3.	CMOs (OG)/SMOs/MOs posted in 20 Bedded Hospital of GCs/Training Centres	Concerned Sectors
4.	CMOs (OG)/SMOs/MOs posted in duty Bns.	

13.2 Therefore, the authorities shown as responsible to communicate the APAR as per sub paras 13.1 and 13.2 above, after communication, will forward another copy of the APAR in r/o concerned Officers/Doctors to CR & Vig Branch of Dte. alongwith receipt of communication for placing the same in Dte. APAR Folder.

13.3 Since both the APAR folders in respect of Officers of the above ranks (as mentioned in para 13.1 and 13.2 above) posted in remaining Offices of the Force are being maintained at Dte. level, CR & Vig. Branch of Dte., will be responsible for communication and keeping accepted copy of APAR in concerned APAR folder.

14. REPRESENTATION/APEAL

As per DoP&T No.ID No.21011/1/2014-Estt(A) Dy No.959029 dated 13/02/2014 conveyed vide MHA UO No.I-45020/2/2015-Pers-II dated 06/04/2015 the representation preferred against the entries in the APAR by the concerned officer should be decided by an authority superior to one who gave the entry in the APAR in both situations i.e either two tier (Reporting/Reviewing) or three tier (Reporting/Reviewing/Accepting Officer).

For the APAR's before the assessment period of 2008-09

14.1 Only one representation against adverse remarks (including reference to 'warning' or communication of displeasure of the Government or 'reprimand' which are recorded in the confidential report of the Government servant)/grading should be allowed within fifteen days of their communication. While communicating APAR to the Government servant concerned, the time limit should be brought to his notice. However, the Competent Authority may, in its discretion, entertain a representation made beyond this time if there is satisfactory explanation for the delay.

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- 14.2 Representation against adverse remarks will lie to the authority immediately superior to the countersigning authority/accepting authority, if any. If the immediate superior authority has already reviewed the confidential report in question and has also expressed his view either agreeing or disagreeing with the adverse remarks recorded and accepted by the countersigning authority, the representation should, in that event lie to the next higher authority.
- 14.3 All representations against adverse remarks should be decided expeditiously by the Competent Authority and in any case, within the months from the date of submission of the representation. Adverse remarks should not be deemed to be operative if any representation filed within the prescribed time limit is pending. If no representation is made within the prescribed time, or once this has been finally disposed of, there would be no further bar to take notice of the adverse remarks.

For the APAR's for the assessment period of 2008-09 & onwards.

- 14.4 As intimated vide MHA OM No. I-45020/7/2014-Pers-II dated 02/09/2014, the DoPT has clarified that **DoPT's OM dated 14.5.2009 does not provide for further representation/appeal after the Competent Authority has decided on the 1st representation/appeal submitted by the officer reported upon against the adverse remarks/below benchmark grading in his APAR.** Therefore, 2nd appeal/representation against the adverse remarks/below benchmark gradings in APAR after the 1st appeal/representation is decided by the competent authority (*the authority next senior to the accepting authority*) shall not be entertained.
- 14.5 MHA have prescribed a proforma for submission of comments on the representation. A copy of the prescribed proforma is enclosed as **Annexure - III**. Whenever a representation is forwarded to this Directorate, comments in the proforma prescribed may be enclosed duly prepared in full scape paper, leaving sufficient space for endorsing the remarks of this Directorate.
- 14.6 Whenever the representation, etc., contains a reference to any previous letter, circular, etc., a copy of the said documents should also be attached with the comments on the representation.
- 14.7 When a decision is taken to expunge a portion of remarks considered adverse, the procedure is to obliterate the adverse remarks in such a way that on perusal of the

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- APAR folder, no indication is available to anyone who reads it that such an adverse remarks were even recorded against the officer. This being so, not only should the remarks be completely obliterated but all papers / letters reproducing or indicating the nature of the adverse remarks should also be removed from the APAR dossier.
- 14.8 In many cases, officers are sending advance copies of their representation to the Director General / MHA/President without observing the instructions laid down in GOI Decision No.3, below Rule 11 of Appendix-3 of CSR Vol. II. Matter of forwarding advance copies of representation to the higher authorities be meticulously examined in Zonal/Sector offices and necessary action taken against the defaulting officers as envisaged in the GOI Decision referred to above.
- 14.9 It is seen that the officers, in an attempt to substantiate their arguments, often bring in vague and even baseless allegations against the reporting / reviewing officers. The language used by such officers in their representations is also occasionally intemperate bordering on indiscipline.
- 14.10 While every officer has a right to file representation in order to safeguard his legitimate service interests, this right should never be mistaken as an opportunity to malign senior officers or make insinuating remarks against their conduct and integrity. The representation should generally contain all material statements and arguments on which the representation rely and it must not contain any disrespectful or improper language. Every representation, where the representationist are still in the service of the Govt. shall invariably be routed through proper channel.
- 14.11 Whenever a representation is received, the authority competent to forward the same (i.e. Commandant in the case of officers upto the rank of 2IC, DIG in the case of Comdt and IG in the case of DIG) should carefully examine it in the light of the instructions given above. In a disciplined Force, everyone has a right to make representations and these are to be considered objectively. However, the officer should rely on facts and logic and not on intemperate use of words.
- 14.12 The Commandant or the DIG or the IG, as the case may be, must withhold a representation which contains any disrespectful or improper language. However, in every case in which a representation is withheld, the officer preferring the representation, should be informed of

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reasons for it in writing under intimation to the next higher authority. He may be told that if he redrafts his representation in proper language, it can be considered.

14.13 The question arises as to how the representation is to be routed through, especially in the circumstances when the Officer has been posted out from the unit/office during whose tenure the APAR under question belongs to. In order to streamline a uniform procedure and to avoid sending of representations directly to Directorate/MHA/Hon'ble President of India, the following channel should be followed:-

- a) The Officer concerned should submit his representation against APAR final grading/adverse remarks to his Controlling Officer.
- b) In case the APAR under question belongs to the same unit/office and initiated by the same officer, he will record his para-wise-comments to the representation in the proforma prescribed and forward it to the then Reviewing Officer alongwith copies of memorandum of service for recording his comments.
- c) In case the APAR under question though belongs to the same unit/office but the then Reporting Officer has been transferred to other unit, the unit will forward the representation to the then Reporting Officer alongwith copies of memorandum of service of relevant period for recording his comments and onward submission to the then Reviewing Officer for similar action.
- d) And in the cases where APAR in question belongs to some other unit/office, the present controlling officer will forward the representation to the concerned unit/office for taking further course of action as suggested in sub paras (b) and (c) above.
- e) Thereby, the then Reviewing Officer on having received the representation shall record his comment there-upon and forward it to the following alongwith copies of memorandum of service for the relevant period:-
 - i) Spl. DG/ Addl. DG/ concerned if it is to be decided at Zonal level or,
 - ii) DIG (CR & Vig) with a copy of the same to concerned Zone/Sector if it is to be decided at Dte/MHA level.

15. BELOW BENCHMARK GRADINGS IN APARS PRIOR TO THE REPORTING PERIOD 2008-09 AND OBJECTIVE CONSIDERATION OF REPRESENTATION BY THE COMPETENT AUTHORITY AGAINST REMARKS IN THE APAR OR FOR UPGRADATION OF THE FINAL GRADING.

15.1 Prior to the reporting period 2008-09; only the adverse remarks in the APARs had to be communicated to the concerned officer for representation, if any, to be considered by the Competent Authority. The question of treating the grading in the APAR which is below the benchmark for next promotion has been considered in DoPT and it has been decided that if an employee is to be considered for promotion in a future DPC and his APARs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the benchmark for his next promotion, before such APARs are placed before the DPC, the concerned employee will be given a copy of the relevant APAR for his representation, if any, within 15 days of such communication. It may be noted that only below benchmark APAR for the period relevant to promotion need be sent. There is no need to send below benchmark APARs of other years.

15.2 As per existing instructions, representation against the remarks or for upgradation of the final grading given in the APAR (previously known as APAR) should be examined by the Competent Authority, in consultation, if necessary, with the Reporting and Reviewing Officer, if any. While considering the representation, the Competent Authority should decide the matter objectively in a quasi-judicial manner on the basis of material placed before it. This would imply that the Competent Authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and the views of the Reporting and Reviewing Officer if they are still in service on the points raised in the representation *vis-a-vis* the remarks/ gradings given by them in the APAR. The UPSC has informed DoPT that the Commission has observed that while deciding such representations, the competent authorities sometimes do not take into account the views of Reporting/Reviewing Officers if they are still in service. The

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Commission has further observed that in a majority of such cases, the Competent Authority does not specify reasons for upgrading the below benchmark APAR gradings at par with the benchmark for next promotion.

- 15.3 Competent authorities are therefore, requested that while forwarding such cases to them to decide on the representations against the remarks or for upgradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of the concerned Reporting/Reviewing Officers if they are still in service and in case of upgradation of the final grading given in the APAR, specific reasons thereof may also be given in the order of the Competent Authority.
- 15.4 The list of Officers likely to be considered by future DPCs for the above purpose will be circulated by Pers. Dte., amongst all Zones/Sectors and Zone/Sectors will ensure that appropriate action as enumerated at sub paras (1) to (3) above is taken before consideration of cases of such Officers by DPCs.
- 15.5 As per para 6.2.1 (c) of Guidelines for DPCs, if one or more CRs have not been written for any reason during the relevant period, the DPC has to consider the ACRs of the years preceding the period in question and if in any case even these are not available, the DPC should take the CRs of lower grade into account to complete the number of CRs required to be considered. If this is also not possible, all the available CRs should be taken into account.

Above guidelines should be adhered to while reckoning the APARs to be considered by DPC in the case of NICs for one or more complete APAR years.

- 15.6 As intimated vide MHA UO No. A-12011/1/2011-Pers-III dated the 1st Aug, 2011, DoPT has clarified that O.M. No. 21011/1/2010-Estt-A dated 13th April, 2010 has no provision for further representation beyond the decision of the Competent Authority who decided on the representation, which implies that only one representation can be made against the below benchmark gradings.

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15.7 MEMORIAL

As per GI DP & AR OM No.21011/1/77-Estt dated 30/01/1978, no memorial against the rejection of representation against adverse remarks should be allowed after six months of such rejection. In view of the instruction issued as mentioned in para 14 & 14.4 ibid the aggrieved officer may prefer a memorial to the President of India within above time limit.

16. GENERAL

16.1 Though the instructions/guidelines given in the preceding paras are primarily meant for Gazetted Officers, the general principles on writing of APARs be, however, applied mutatis mutandis to other category of officials, including ministerial and hospital staff.

16.2 By issue of this/ Order, Standing Order No. 56/2001 and all other instructions / guidelines on the subject issued in the past, would stand superseded.

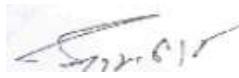

(PRAKASH MISHRA) IPS
DIRECTOR GENERAL

No. R.9/Inst-CR(Vol/XVII)

Dated, the 22 June, 2015.

Copy forwarded to:-

1. The Spl DG CZ/JKZ/NEZ at locations.
2. The ADG, SZ Hyderabad (AP).
3. The All Sector IsGP including Ops IsGP, CRPF.
4. The Director / IGP, ISA, CRPF, Mount Abu.
5. The Director/IGP, CRPF Academy, Kadarpur, Gurgaon (Hyn).
6. The IsG (Medical)/Medical Superintendents Composite Hospitals - I / II / III / Composite Hospital, Jammu.
7. The All Range DIsGP, CRPF, including Ops DIsGP.
8. The DIsGP, All Group Centers, CRPF including CWS-I/II
9. Principal / DIGP, CTC - I / II / III /IV, CRPF.
10. Principal / DIGP, RTC - I / II / III /IV, CRPF.
11. Principal / DIGP, CIAT - I / II CRPF.
12. The DIsGP (Medical) All 50 Bedded Hospitals, CRPF.
13. Commandant all Bns, including Signal Bns / SDG / RAF/CoBRA, CRPF.


(VIVEK VAID)
DIG (CR & VIG)

INTERNAL

All branches of Dte. Genl.

MAINTENANCE OF MEMORANDUM OF SERVICE

APPENDIX- 'A'

MEMORANDUM OF SERVICE SUGGESTED PROFORMA FOR ASSISTANT
COMMANDANTS TO BE MAINTAINED BY THE COMMANDANT.

Name Rank.....IRLA No.....Unit.....

Date on which reported in unit.....

Sl. No.	Qualities observed	1st quarter (1/4 to 30/6) Observations at the end of quarter	2nd quarter (1/7 to 30/9) Observations at the end of the quarter	3rd quarter (1/10 to 31/12) Observations at the end of the quarter	4th quarter (1/1 to 31/3) Observations at the end of the quarter	Final remarks
1.	Integrity					
2.	Attitude towards work					
3.	Command and control					
4.	Ability to build and work in a team					

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APPENDIX - 'B'

MEMORANDUM OF SERVICE SUGGESTED PROFORMA FOR DEPUTY
COMMANDANT / 2-IC TO BE MAINTAINED BY THE COMMANDANT.

Name Rank.....IRLA No.....Unit.....

Date on which reported in unit :.....

Sl. No.	Qualities observed	1st quarter (1/4 to 30/6) Observations at the end of quarter	2nd quarter (1/7 to 30/9) Observations at the end of the quarter	3rd quarter (1/10 to 31/12) Observations at the end of the quarter	4th quarter (1/1 to 31/3) Observations at the end of the quarter	Final remarks
1.	Integrity					
2.	Attitude towards work including welfare					
3.	Inter-personnel skills					
4.	Ability to build and work in a team					

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APPENDIX - 'C'

**MEMORANDUM OF SERVICE SUGGESTED PROFORMA FOR COMMANDANT TO
BE MAINTAINED BY DIGP.**

Name Rank..... IRLA No.....Unit.....

Date on which reported in unit:.....

Sl. No.	<u>Qualities observed</u>	1st quarter (1/4 to 30/6) Observations at the end of quarter	2nd quarter (1/7 to 30/9) Observations at the end of the quarter	3rd quarter (1/10 to 31/12) Observations at the end of the quarter	4th quarter (1/1 to 31/3) Observations at the end of the quarter	Final remarks
1.	Integrity					
2.	Ability to plan, organize, execute and control various tasks including welfare					
3.	Ability to build systems for Management of Unit					
4.	Ability to set, Monitor, Control and achieve targets by subordinates.					
5.	Qualities of leadership					
6.	Ability to gather					

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intelligen ce and plan action.						
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APPENDIX - 'D'

MEMORANDUM OF SERVICE SUGGESTED PROFORMA FOR DIGP TO BE
MAINTAINED BY IGP.

Name Rank.....IRLA No.....Unit.....

Date on which reported in unit:.....

Sl. No.	<u>Qualities observed</u>	1st quarter (1/4 to 30/6) Observations at the end of quarter	2nd quarter (1/7 to 30/9) Observations at the end of the quarter	3rd quarter (1/10 to 31/12) Observations at the end of the quarter	4th quarter (1/1 to 31/3) Observations at the end of the quarter	Final remarks
1.	Integrity					
2.	Ability to plan, organise, execute and control various tasks including welfare					
3.	Ability to liaise with State and intelligence authorities.					
4.	Ability to nurture officers to take on higher responsibilities.					
5.	Ability to build systems for management of Range					

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6.	Ability to set monitor control and achieve targets by subordinates.					
7.	Ability to gather sensitive information intelligence in advance and take precautionary measures.					

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APPENDIX - 'E'

MEMORANDUM OF SERVICE SUGGESTED PROFORMA FOR ALL MOS
INCLUDING SPECIALISTS AND DENTAL SURGEONS BELOW THE RANK
OF DIG (MEDICAL) TO BE MAINTAINED BY THE ADM REPORTING
AUTHORITIES

Name Rank.....IRLA No.....Unit.....

Date on which reported in unit:.....

Sl. No.	<u>Qualities observed</u>	1st quarter (1/4 to 30/6) Observations at the end of quarter	2nd quarter (1/7 to 30/9) Observations at the end of the quarter	3rd quarter (1/10 to 31/12) Observations at the end of the quarter	4th quarter (1/1 to 31/3) Observations at the end of the quarter	Final remarks
1.	Integrity					
2.	Knowledge of rules and regulations/ hospital administration and ability to properly utilize available resources and infrastructure in medical set up/ hospitals.					
3.	Sense of responsibility and maintenance of discipline.					
4.	Quality of output and timely disposal of work					
5.	Inter personal					

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	relationship					
6.	Accomplishment of exceptional work and unforeseen tasks performed.					
7.	Ability to liaise with local health authorities/chain of referral.					
8.	Command and control including welfare.					
9.	Ability to build and work in a team.					
10.	Decision making abilities.					

MEMORANDUM OF SERVICE SUGGESTED PROFORMA FOR ALL MOS
INCLUDING SPECIALISTS AND DENTAL SURGEONS BELOW THE RANK
OF DIG (MEDICAL) TO BE MAINTAINED BY THE TECHNICAL
REPORTING AUTHORITIES

Name Rank.....IRLA No.....Unit.....

Date on which reported in unit:.....

Sl. No.	<u>Qualities observed</u>	1st quarter (1/4 to 30/6) Observations at the end of quarter	2nd quarter (1/7 to 30/9) Observations at the end of the quarter	3rd quarter (1/10 to 31/12) Observations at the end of the quarter	4th quarter (1/1 to 31/3) Observations at the end of the quarter	Final remarks
1.	Professional knowledge, skills and it's application.					
2.	Patient care and clinical accuracy.					
3.	Preventive care.					
4.	Quality of treatment and timely disposal of cases/ professional opinions/ standard of AME/Rectt./ RME/others					
5.	Behaviour/ attitude towards patients and					

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	capacity to create confidence in them.					
6.	Presence of mind and self confidence in professional matters.					
7.	Documentation /record keeping capabilities					

**MEMORANDUM OF SERVICE SUGGESTED PROFORMA FOR IG (MEDICAL)
IN 100 BEDDED CH AND DIG (MEDICAL) IN 50 BEDDED CH TO BE
MAINTAINED BY THE ADM REPORTING AUTHORITIES**

Name Rank.....IRLA No.....CH.....

Date on which reported in CH:.....

Sl. No.	<u>Qualities observed</u>	1st quarter (1/4 to 30/6) Observations at the end of quarter	2nd quarter (1/7 to 30/9) Observations at the end of the quarter	3rd quarter (1/10 to 31/12) Observations at the end of the quarter	4th quarter (1/1 to 31/3) Observations at the end of the quarter	Final remarks
1.	Integrity					
2.	Knowledge of rules and regulations/hospital administration and ability to properly utilize available resources and infrastructure in medical set up/hospitals					
3.	Sense of responsibility and maintenance of discipline.					
4.	Quality of output and timely disposal of					

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	work					
5.	Inter personal relationship					
6.	Accomplishment of exceptional work and unforeseen tasks performed.					
7.	Command and control including welfare.					
8.	Ability to nurture officers to take higher responsibilities and work as a team					
9.	Ability to set, monitor control and achieve targets by subordinates					
10.	Ability to built system for management of unit/institutions					

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APPENDIX - 'G'

MEMORANDUM OF SERVICE SUGGESTED PROFORMA FOR IG (MEDICAL)
IN 100 BEDDED CH AN D DIG (MEDICAL) IN 50 BEDDED CH TO
BE MAINTAINED BY THE TECHNICAL REPORTING AUTHORITIES

Name Rank.....IRLA No.....CH.....

Date on which reported in CH:.....

Sl. No.	<u>Qualities observed</u>	1st quarter (1/4 to 30/6) Observations at the end of quarter	2nd quarter (1/7 to 30/9) Observations at the end of the quarter	3rd quarter (1/10 to 31/12) Observations at the end of the quarter	4th quarter (1/1 to 31/3) Observations at the end of the quarter	Final remarks
1.	Professional knowledge, skills and it's application.					
2.	Ability to monitor patient care and clinical accuracy of subordinate officers.					
3.	Ability to monitor preventive care.					
4.	Ability to monitor quality of treatment and timely disposal of cases/ professional opinions/					

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	standard of AME/Rectt./ RME/others.					
5.	Behaviour/ attitude towards patients and capacity to create confidence in them.					
6.	Presence of mind and self confidence in professional matters.					
7.	Documenta tion/record keeping capabilities					
8.	Knowledge and implementati on of various laws related to hospital.					

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ANNEXURE - II

REVISED RENDITION CHANNEL OF ASSISTANT COMMANDANT AND ABOVE

Description/ Designation of the post	Authority to initiate/ Reporting Officer	Reviewing Authority	Counter signing Authority
<u>Directorate</u>			
DG	HS	-	HM
Spl.DG/Addl.DG	DG	HS	HM
Financial Advisor	DG/ADG	SS/HS (if SS not available)	HM
IsGP	ADG Concerned	DG	HS
Dy.FA	FA	DG	SS/HS (if SS not available)
DIsg	IG Concerned	SDG/ADG Concerned	DG
Commandants	DIG Concerned	IG Concerned	SDG/ADG Concerned
2-I/C, D/C, A/C	Comdt/DIG	DIG/IG	IG/ADG
<u>Zones</u>			
Addl. DG/Spl. DG	DG	HS	HM
IsGP	Spl. DG/Addl. DG heading Zone	DG	HS
DIsgP	IG	SDG/ADG concerned zone	DG
Law Officer Grade-1/ Commandants	DIG concerned of Zone Hqr	IG concerned of Zone Hqr	SDG/ADG zone concerned
<u>Sectors</u>			
IsG	Spl. DG/Addl. DG concerned zone	·DG	HS
DIsg	IG	Spl.DG/ADG (Concerned)	DG
Commandant (Int) Sector Hqr	DIG (Adm) Sector Hqr	Sector IG	SDG/ADG concerned Zone
2 IC/DC (Intelligence) Sector Hqr	DIG (Adm) Sector Hqr	Sector IG	--
DC (Legal) Sector Hqr	DIG (Adm) Sector Hqr	Sector IG	--
<u>Range</u>			
DIG	IG	Spl. DG/ADG (Concerned)	DG
2-I/C	DIG	IG	--
DC (Intelligence) Range Hqrs	Range DIG	Concerned Ops Sector IG	--

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GCs/CWS			
DIG of GCs/CWS	IG	Spl.DG/ADG concerned zone	DG
Commandants of GCs	DIG	IG	Spl.DG/ADG Concerned
D/C, A/C of GCs	Comdt	DIG GC/ CWS concerned	IG
Units (Except CoBRA Units)			
Commandants	DIG (Ops concerned Range)	IG (Ops concerned Sector)	Spl.DG/ADG Concerned Zone
2-I/C, DC, AC	Unit Commandant	DIG (Ops concerned Range)	IG (Ops concerned Sector)
CoBRA Units			
Commandant	i) DIG (Ops concerned Range (Ops part) & ii) DIG (Adm) CoBRA (Adm part)	i) IG (Ops concerned Sector (Ops part) & ii) IG CoBRA Sector (Adm part)	Addl. DG (Incharge) CoBRA (viz., ADG Ops Dte)
2-I/C, DC, AC	Unit Commandant	DIG (Ops concerned)	IG (OPS) Sector Concerned
ISA/CRPF ACADEMY			
Director/IG	Spl. DG/ADG (Trg)	DG	HS
DIG	IG	Spl.DG/ADG (Trg)	DG
Commandant	DIG	IG	Spl.DG/ADG (Trg)
2-I/C, DC, AC	Commandant	DIG	IG
CTCs/RTCs/Other Trg Centres			
DIG	i) IG Concerned Sector for Adm APAR ii) IG (Trg) Dte., for Trg APAR	i) SDG/ADG concerned zone for Adm APAR ii) ADG (Trg) for Trg APAR	DG
Commandant	DIG (Principal) of concerned Trg. Institute for Adm APAR as well as Trg APAR	i) IG concerned Sector for Adm APAR ii) IG (Trg) Dte for Trg APAR	ADG (Trg) Dte
2 I/C, DC & AC	Commandant of Trg. Institution concerned	DIG/Principal of Trg. Inst concerned	IG Concerned Sector

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RENDITION CHANNEL OF APAR OF DOCTORS IN CPFs

(Implemented w.e.f. 01/08/2006 issued vide MHA UO No.I-45024/7/2005-Pers-II dated 19/07/2006 & circulated vide this Dte. ltr. No.R.9/Instn-CR Cell (Vol-XIII) dated 01/08/2006)

Hospital /Estt.	Grade/Post	Reporting Authy.		Reviewing Authy		SRO / Acceptin g Authy.
		Tech.	Adm.	Tech.	Adm.	
200 Bedded CH & ADG (Med) Set-up	ADG (Med)	-	SS/IS	-	HS	HM
	IG (Med)	ADG (Med)	ADG (Med)	-	DG	HS
	DIG (Med)	IG (Med)	IG (Med)	ADG (Med)	ADG (Med)	DG
	CMO (SG)	IG (Med)	IG (Med)	ADG (Med)	ADG (Med)	DG
	CMO/SMO/MO	IG (Med)	IG (Med)	ADG (Med)	ADG (Med)	ADG (Med)
Dte. Genl / FHQ	Director/IG (Med)	ADG (Med)	ADG (HQ) of respective Force	-	DG	HS
	DIG (Med) (AR/ CISF/ NSG)	ADG (Med)	ADG (HQ) / IG (HQ) where ADG (HQ) not available of respective Force	-	DG	DG
	DD (Med) / CMO (SG)	Director/ IG (Med) of same Force		ADG (Med)	ADG (HQ) of same Force	DG
100 Bedded CHs	IG (Med)	ADG (Med)	(**) SDG /ADG of respect ive zone	-	DG	HS
	CMO (SG) /CMO/ SMO/MO	IG (Med) of same CH		ADG (Med)	(**) SDG/ ADG of respecti ve zone.	DG
50 Bedded CHs	DIG (Med)	Director/ IG (Med) of concerned Force. A Note of functioning of DIG (Med) will also be given by IG of nearest referral 100 Bed Hospital.	Sector/ FTR/ Zone IG of concern ed Force.	ADG (Med)	(**) SDG/ ADG of respecti ve zone.	DG
	CMO (SG) / CMO/SMO/ MO	Dig (Med) of same CH		Director (Med) of Force	IG (Secto r/ FTR)	(**) SDG/ ADG of respecti ve zone.
20 Bedded/G C/Trg Centre/	CMO (SG)	DIG (Med) of nearest CH	Adm DIG	Director (Med)	Sector/F TR/Zone IG	(**) SDG/ ADG of respecti ve zone.

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Hosp & ITBP Bns/IG (FTR) office/DIG (sector) office	CMO/SMO/MO	CMO (SG) I/C	Comdt/ADIG/DIG/Principal	IG/DIG (Med) of Adm CH of Own Force having jurisdiction	ADM DIG	Sector/FTR/Zone IG
Duty Bn.	CMO (SG)	DIG (Med) of own GC/CH of same Force.	Unit Comdt/Adm DIG / Ops DIG*#	Director (Med) of same Force	IG Sector/FTR/Zone.	(**) Spl DG/Addl. DG of respective zone.
	CMO/SMO/MO posted independently	DIG (Med) / CMO (SG) / GC/ FTR Zone/ Sector having jurisdiction	Unit Comdt	IG/DIG (Med) of own Force CH having jurisdiction higher than initiating Medical Authy.	Adm DIG/ OPS DIG*#	Sector/FTR/ Zonal IG

* If Adm DIG & Ops DIG are both available then Ops DIG will write the ACR.

Modified vide MHA UO No.I-45024/7/2005-Pers-II (Part-File) dated 10/01/2011 circulated vide this Dte. Ltr. No. G.II.4/2010-CRC dated 18/01/2011.

** Revised and circulated vide Dte. Letter No. R.9/Instrn-CRC dated 06/07/2012.

ANNEXURE-III

PARAWISE COMMENTS ON THE REPRESENTATION/ APPEAL/MEMORIAL SUBMITTED BY SHRI.....OF (UNIT) AGAINST ADVERSE REMARKS RECORDED IN HIS ACR FOR THE PERIOD FROMTO.....

1.	2.	3.	4.
Para No.	Contents of representation/appeal/ memorial of Officer.	Parawise comments on the Representation/ appeal/ memorial of Sector HQrs	Comments of CR Cell Dte.