

F.NO. 10-1/2015-APAR
Government of India
Archaeological Survey of India

Janpath, New Delhi – 110011.
Dated, the 6th May, 2015.

C I R C U L A R

Subject : Instructions with regard to filling up of the APAR in respect of Officers and Staff in ASI for the year 2014-15 - Attention of all the Heads of Offices, Reporting and Reviewing Officers, officers and staff in the ASI.

Attention is invited to the guidelines for filling up APAR forms issued vide DOP&T'S O.M. No. 21011/1/2005-Estt.(A)(Pt.I) dated 23.07.2009. It is observed that the APARs are still being written in the old formats whereas, as per the above guidelines, these are to be written in the revised formats rating the officers by awarding a numerical grade. It has been decided with the approval of DG, ASI that the assessment of officers and staff in ASI for the year 2014-15 and onwards should be made strictly in accordance with the enclosed formats for the respective categories keeping in view the guidelines and the timeline indicated in the above said DOP&T O.M.


2. The Reporting / Reviewing Officers, while recording the pen picture in respect of Group A officers shall specifically focus on the achievements made by the officer vis-à-vis the laid down target in respect of the specific area of activities assigned to him, such as, excavation / conservation / protection of monuments / overall administration of the office and also research and teaching activities, if any, undertaken during the year.

3. The APARs of all officers at the level of SAs and above which are presently reviewed by either Joint DG or ADG shall be submitted by the respective Reviewing Officers to the DG for acceptance. These instructions shall become applicable in respect of the APAR for the year 2014-15 and onwards and shall be strictly adhered to.

4. All the Heads of Offices shall be responsible for strictly complying with the instructions for disclosure of the APAR to the officer reported upon after the APAR has been received back with the comments of the Reviewing Officer. However, in case the Reviewing Officer is a Director or Jt. DG or ADG in the Headquarters Office, such disclosure shall be made by the APAR Cell in the Headquarters. After obtaining the representations, if any, from the officer reported upon within 15 days of such disclosure, the Heads of Offices shall forward the APARs in respect of all the officers and staff in his office with the representations, if any, and the comments of the Reporting & Reviewing Officer thereon, if they are still in service, to the Headquarters office for further necessary action. In no case APARs shall be received in the Headquarters office without complying with the requirements of mandatory disclosure of the APAR to the officer reported upon and disposal of the representation, if any, received in accordance with the instructions. While forwarding the APARs to the APAR Cell of the Headquarters Office, the Heads of Offices shall record a certificate to the effect that the APAR has been disclosed to the officer(s) concerned.

5. All are requested to comply with the guidelines issued by the DOP&T and to strictly follow the timeline for submission of the completed APARs to the Headquarters office. Accordingly, all the Reporting Officers and Reviewing Officers are requested to complete their part of the APAR and submit to the next officer, i.e. the Reviewing Officer or the Accepting Authority or the Administration, as the case may be, latest by 30th June, 2015 and 31st July, 2015 respectively. The APARs complete in all respect should reach the APAR Cell in the ASI Headquarters latest by 30th September, 2015.

6. This issues with the approval of DG, ASI.


(P.G. KALADHARAN)
DIRECTOR (ADMN.)
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Encl. : As above