



संस्थापन सेवाएं (विंग 'ब')/Establishment Services (Wing 'B')
भारतीय प्रौद्योगिकी संस्थान रुड़की/Indian Institute of Technology Roorkee
रुड़की/Roorkee 247667 (उत्तराखण्ड/Uttarakhand)
Tel : 01332- 284528 / 284281

No. IITR/Estt.(B)/ 278 /E-APAR

Dated: September 28, 2020

NOTIFICATION

GENERAL GUIDELINES FOR FILLING THE ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) FOR IIT ROORKEE EMPLOYEES

The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an employee and for his/her further advancement. The Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility by keeping following points in mind while filling the appraisal reports of the employees reported upon:-

1. Vide Notification No.IITR/Estt.(B)/162/E-APAR dated August 20,2020, the B.O.G. in its Resolution No. BG/13/2020 approved the changes in the formats of APAR for Group 'B', 'C' & 'C-MTS' Ministerial and Technical Staff. Copy is available on the link:- <https://channeli.in/#notices/content/52904>
2. The benchmark of APAR rating has been enhanced to **"VERY GOOD"** under 7th CPC, according to which if an employee does not get **"VERY GOOD"** or above grading then he/she will not be considered for confirmation of probation period, financial upgradation under MACPS, promotions and employee awards etc.
3. Assessment should be given against each applicable column by the Reporting & Reviewing Officer.
4. Where the reporting officer may 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.
5. The Attribute "Whether wears Uniform" need to be ticked otherwise the dress allowance which amounts to Rs. 5000/- per annum of that particular employee for that year will not be released.
6. The APAR proformas are available in Establishment Services Section of IIT Roorkee's official site. You can directly download them from there.


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उप कुलसचिव (प्रशासन)
Dy. Registrar (Administration)
भा. प्रौ. सं. रुड़की/IIT Roorkee
रुड़की/Roorkee

7. Reports of the preceding year should be forwarded positively by the February 28th of the ensuing year.
8. No cutting/overwriting should be done in APAR Forms. If the same is unavoidable, the officer should append his/her signature on the part which has the cutting/overwriting.
9. The part B of the APAR duly assessed by the reporting officer has to be shared with the concerned employee, with a provision to send a photocopy of the same to the employee reported on.
10. The calculation for overall Gradings are as follows:-

RATING	SCORE
Outstanding	10
Very Good	8
Good	6
Average	4

11. It is expected that any grading of Average (against work output or attribute or overall grade) would be adequately justified in the comments on the overall qualities of the Employee being reported/reviewed upon by way for special failures and similarly any grade of Outstanding would be justified with respect to special accomplishments. Grades of Average or Outstanding are expected to be rare occurrences and hence the need to justify them.
12. The Reporting Officer may record the adverse remarks in justified cases. Such adverse entries should be based on established facts and not on mere suspicion.
13. Before recording any adverse remark in the APAR of an employee, written warning should be given to him/her during the calendar year in writing that APAR. In case of an oral/written warning, a written report should invariably be sent to Establishment Section for placing the same in the personal file of the concerned employee.
14. Any employee wishing to make a representation against the entries and/or the gradings given in his APAR shall do so within fifteen days from the date of receipt of a copy of APAR in the office of Dean (Admn.)/ Deputy Registrar (Admn.). In case no representation is received from an officer/employee within the said period of fifteen days, it shall be deemed that he/she has no representation to make and his APAR shall be treated as final.
15. If an employee represents against the gradings then he/ she will be re-assessed after every three months on the basis of his/her work performance. The copy of which has to be sent to the concerned employee and the office of undersigned.


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16. With a view to ensure objectivity in reporting where the employee reported upon belongs to SC/ST, the following column should be provided in the form of APAR in the part relating to the Review Officer:

“If the staff member report upon is a member of a SC/ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST employee has been fair and just.”

It is requested that the above guidelines should invariably be followed at the time of writing Annual Performance Appraisal Report of the employees serving under your control.


25/9/2020

Deputy Registrar (Admn.)

उप कुलसचिव (प्रशासन)
Dy. Registrar (Administration)
भा. प्रौ. सं. रुड़की/I.I.T Roorkee
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