

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE 247 667

No. IITR/DR(O)/ 5

Dated 17 October 2008

NOTIFICATION

It is the duty of the superior officer to give the subordinate a clear understanding of the tasks to be performed and to provide requisite resources for his performance. The subordinate is required to contribute to the best of his capacity to the qualitative and quantitative achievement of the given tasks making optimum use of the resources provided. Also, both the superior and his subordinate have to be necessarily aware of the ultimate goal of their organisation, which can be achieved only through the joint efforts of both of them. This is the basic philosophy underlying any system of Confidential Report. To facilitate this, the following rules/ guidelines for writing the Annual Confidential Report, with specific reference to reporting an **adverse remark**, are hereby notified for all concerned:


1. The Annual Confidential Reports 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 the self-appraisal, this should be adversely commented.
2. Where 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.
3. 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.
4. Before recording any adverse remark in the ACR of an employee, written warning should be given to him/her during the calendar year of writing that ACR. In case of an oral warning, a written report should invariably be sent to Establishment 'B' Section for placing the same in the Personal File of the concerned file. The reporting/ reviewing officer should inform the employee about such a report or entry of adverse remarks in his/ her ACR for further improvement in his performance, and the official concerned has also an option to make a representation against the adverse remarks within the prescribed time limit.
5. Only one representation against adverse remarks (including reference to 'warning' or communication of the displeasure of the employee or 'reprimands' which are recorded in the confidential report of the employee) should be allowed within one month of their communication. While communicating the adverse remarks to the employee concerned, this time limit should be brought to his notice.
6. All representations against adverse remarks should be decided expeditiously by the competent authority and in any case, within three months from the date of submission of the representation. Adverse remarks should not be deemed as operative, if any representation filed within the prescribed 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 taking notice of the adverse entries.

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7. Reference to specific incidents may be made, if at all, only by way of general nature, e.g. inefficiency, dilatoriness or lack of initiative or judgement etc.
8. Steps taken to remedy the defects, if any, reported above, (Admonitions, Performance Counseling verbal and written and the results achieved thereby, shall be indicated in the Annual Confidential Report).
9. Simultaneously exceptional good qualities and performance should be specifically mentioned in the Confidential Report.
10. 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 Confidential Report in the part relating to the Review Officer:

"If the Officer reported 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 Officer has been fair and just".

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


 (A.K. Sivastava)
 Lt. Col. (Retd)
 Registrar
 16/10/08

All Deans, Head of Departments/ Centres/ Offices/ Unites/ Registrar/ Deputy Registrars, I.E., C.M.O., PRO, Sports Officers, Security Officer } with the request to provide the copy of these guidelines to each Reporting Officer (including O.C. labs.etc.) in your Department/ Centre /Section/ Office


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INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE

No.IITR/DR(O)/ACR/ 975

Dated: 20th June 2013

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Dy. Registrar(Admn.)
Establishment B

While considering the representation dated 22nd May, 2013 of one of the employees against the delay in sending the Annual Performance Assessment Report (APAR) by his Reporting & Reviewing Officers for the calendar year 2011, the competent authority directed that the following "Time Schedule" as per GOI, DOPT O.M. be communicated to all concerned Head of Departments/Centres/Offices, in addition to the guidelines issued vide Notification No.IITR/DR(O)/5 dated 17th October 2009 while sending the blank proforma of the APARs in the month of December every year to adhere the schedule:

Time-Schedule for preparation of Annual Performance Appraisal Report(APARs):

S.No.	Nature of action	Date by which to be completed if APAR is written for Calendar Year (1 st January to 31 st December)
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting officers where self appraisal is not to be given)	31 st December. (this may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th January
3.	Submission of report by reporting officer to reviewing officer. -Where self-appraisal by officer reported upon is prescribed. - Where self-appraisal by officer reported upon is not prescribed. - Where officer reported upon is him-self a reporting officer for subordinates under him.	6 th February 21 st January 21 st February
4.	Report to be completed by Reviewing Officer and sent to Administration or APAR Section/Cell	22 nd February where the due date for reporting officer is 6 th Feb.. 6 th February where the due date for the reporting officer is 21 st January 8 th March where the due date for reporting office 21 st February.

Contd...2/-

[Handwritten Signature]


As per provision in the O.M. No.35014/4/83-Estt.(A), dated 23.9.1985, in case the APAR not initiated by the Reporting Officer for any reason beyond 31st March, 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 the next working day. Similarly the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31st May. In case the remarks of the Reporting Officer 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 above, a certificate to this effect shall be added in the APAR for the relevant period. Any failure on the part of the Reporting/Reviewing Officers to comply with the time-schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the Reporting/Reviewing Officers can issue a written warning for the delay in completing the APARs and place the warning in the APAR folder of the Reporting/Reviewing Officers concerned.

The names of those Reporting and Reviewing Officers in the month of June after receiving the completed APARs who have failed to initiate/review the APARs even by 31st March or 31st May, as the case may be. The Head of the Organization may direct to call for the explanation of the concerned officers for not 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.

You are therefore advised to take necessary action at your end accordingly.


Dy. Registrar (Admm.-I)

Cc: Superintendent (Estt.B: For record and necessary annual action please.


26/6/13

OFFICE OF THE DY. REGISTRAR (ADMN.)
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

No.IITR/DR(Admn.)/APARs/

Dated: 23rd April 2014

NOTIFICATION

It is pertinent to mention here that many new faculty members and officers have recently joined the Institute and taken over the various responsibilities in their department/centres/offices etc. In discharging of these responsibilities, a number of staff may be working under your guidance at various level and so you may be asked to write their Annual Performance Appraisal Reports (APARs) at the end of each calendar year. You may agree that the writing of APARs with due diligence and care assumes importance as the grading awarded by the Reporting Officer/Reviewing Officer may directly affect the career of the employees. It is re-iterated that the time schedule as notified from time to time to complete the Reporting and Reviewing Parts by the Reporting and Reviewing Officers respectively may be strictly adhered to.

This has an approval of the Dy. Director.


Dy. Registrar (Admn.)

Copy to:-

1. All Head of the Departments/Centres/Offices/Limbs: kindly bring the contents of this notification suitably to the knowledge of concerned faculty/OCs
2. Registrar/Dy. Registrars/Superintending Engineer/Sports Officer/Security Officer /CMO/ Asstt. Registrars.
3. Head, ISC with a request to please arrange to upload this and other 02 notifications (soft copies also mailed) on ACRs/APARs to "Quicklinks> Establishment> Notifications" on IITR home page.