

Tele: 23011344


Government of India
Ministry of Defence
Deptt of Def Production
Dte Gen of Quality Assurance
DHQ PO New Delhi – 110 011

A/99320/APAR/DGQA/Adm-10

All DGQA Establishments
(Except Gp E & F)

ANNUAL PERFORMANCE ASSESSMENT REPORTS (APARs)
FOR GP 'B' & GP 'C' CATEGORIES

1. Further to DGQA HQ letter of even number dated 26 Oct 09.
2. Instructions for revising the APAR formats have been issued vide DOP&T OM No 21011/1/2005-Estt(A)(Pt-II) dated 23 Jul 09 (copy enclosed). Based on the DOP&T guidelines, the APAR formats in DGQA have been revised and will be effective from the reporting period 2009-10. The revised format for JTO, JTO(S) and JTO(D) is given at Appendix 'A' and the format for NGOs (Technical/Scientific/Drawing staff/Non-Tech) is given at Appendix 'B'.
3. Numerical gradings are to be awarded by reporting and reviewing authorities for the quality output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines for awarding numerical gradings are given at Annexure-I of DOP&T OM enclosed.
4. The time schedule for preparation/completion of APAR is given at Annexure-III of DOP&T OM referred above.
5. All establishments are requested to adhere to the new formats of APARs and guidelines for filling up the same.


(Sheodan Singh)
Dy Dir Adm-10
For DGQA

Encls. As stated.

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