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No. 97118/Gen/APAR/DGQA/Adm-6B

28 Jul 15

MINISTRY OF DEFENCE
DGQA/ADM-6B

ANNUAL PERFORMANCE ASSESSMENT REPORT(APAR) IN R/O DGQA OFFICIALS


1. The undersigned has noticed that APARs of the staff and officers of DGQA are not being filled as per the guidelines issued by DoP&T from time to time.
2. The following points need special attention of all Reporting/Reviewing/ Accepting officers entrusted with making assessment in the APARs
 - (a) The official stamp indicating name and designation of the Reporting/Reviewing/Accepting officers should invariably be put below their signatures.
 - (b) Confidential report should, as a rule, give general appreciation of the character, conduct and qualities of an officer reported upon. Assessment and grading invariably justified and should be related to quality of work of the officer reported upon.
 - (c) Integrity column :- This column should be filled carefully as per the instructions issued by DoP&T from time to time, which are as under:-
 - (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.
 - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

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(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.

(e) When a Reporting Officer cannot in fairness to himself and the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department, i.e., when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on long leave, etc., the Reporting Officer would make an entry in the integrity column to the effect that he has not watched the government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the government servant's integrity, as the case may be. This would be factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

3. This may please be disseminated to all concerned.
4. This issues with the approval of DGQA.


(KM Sharma)
DDG (Adm)

DQA(L) DQA(A) DQA(WP) DQA(V) DQA(M&E)
DQA(R&S) DQA(S) DQA(N) DQA(EE) DQA(CV)

Copy to:-

DIQA, Bangalore, Dte of Stdn, New Delhi, MSQAA, Hyderabad
MSQAA, New Delhi, TS to DGQA, PPS to Spl DGQA, DGQA/SDCC

DGQA/Adm-4,
DGQA/Adm-10

: For similar action.