

नेशनल प्रोजेक्ट्स कन्स्ट्रक्शन कारपोरेशन लिमिटेड
NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Government of India Enterprise)
Corporate office: Plot No.67-68, Sector-25, Faridabad-121004(HARYANA)

Ref..No.500223/APAR (14-15)/612

Date: 16.02.2015

All Zonal Manager/
Divisional Heads at Corporate Office
N.P.C.C. Ltd.

Sub: Timely completion of Annual Performance Assessment Reports for the year 2014-15.

Dear Sir,

The writing and reviewing of APARs for the year, 2014-15 shall become due on 31.03.2015. The time schedule for completion of APARs shall be as under:

Sl.No.	Activity	Date by which completed
01.	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 Officer where self appraisal is not to be given)	31 st March (This may be completed even a week earlier)
02.	Submission of Self-appraisal to Reporting Officer by Officer to be reported upon (where applicable)	15 th April
03.	Submission of report by Reporting Officer to Reviewing Officer	30 th June
04.	Report to be completed by Reviewing Officer and sent to APAR Section at Corporate Office.	31 st July
05.	Appraisal by accepting authority, wherever provided.	31 st August
06.	(a) Disclosure to the Officer reported upon where there is not accepting authority (b) Disclosure of the Officer reported upon where there is accepting authority.	01 st September 15 th September
07.	Receipt of representation,if any, on APAR	15 days from the date of receipt of communication
08.	Forwarding of representations to the competent authority (a) Where there is no accepting authority for APAR	21st September

Further the APARs should be Reported/Reviewed as per guideline/circular issued vide No.500233/ACR/94 dated 01.08.2008 and No. Conf./Gen.1 Dated 27.01.2011 and appropriate word may be written in integrity column i.e. **“Beyond doubt”** or **“Nothing adverse came to notice”** as the case may be. In case **“Doubt”** or suspicion, prescribed procedure for recording a secret note to be followed up. **The guidelines may be followed scrupulously.**

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All the Officers are therefore requested that the time limits prescribed above should be adhered to as far as possible. In case the APAR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, 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. The names of those Reporting Officers and Reviewing Officers, who have failed to initiate/review the APARs even by 30th June or 31st July as the case may be, will be brought to the notice of Competent Authority. Further Officers are requested to keep the following points in mind at the time of writing of the APARs:-

- (a) **Colour code APAR formats as per Office Order No.500233/APAR/297 dated 25th July, 2012 are to be used. APARs without specified colour format shall not be acceptable.**
- (b) All the columns have been properly filled in.
- (c) The Reporting Officer should ensure that the column pertaining to fill-in of Immovable Property Return is duly filled in by the Officer reported upon, failing which the APAR of the Officer should be returned for completion of the same.
- (d) The Reporting & Reviewing Officer should sign in blue ink and their stamp affixed at the appropriate place.
- (e) The numerical grading with reference to prescribed weightage should be calculated properly.
- (f) Guidelines as contained in the APAR format may be followed while filling the entries in APAR format.

All the officers are therefore, requested to kindly ensure the APARs for the year, 2014-15 in respect of Officials working under their administrative control are completed in accordance with the above schedule and instructions and APARs gets **completed by 31st August, 2015 positively** to avoid any delay in submission of APAR as well as to appraise the Administrative Ministry.

Thanking you,

Yours faithfully

(Shagun)
Manager (HR)

SPS to CMD/PS to CVO.