

RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

Registration Number (पंजीकरण संख्या) :	DSPCE/R/E/20/00093	Date of Receipt (प्राप्ति की तारीख) :	30/08/2020
Type of Receipt (रसीद का प्रकार) :	Online Receipt	Language of Request (अनुरोध की भाषा) :	English

Amount Paid (राशि का भुगतान) : 10) (original recipient)

Mode of Payment (भुगतान का प्रकार) : Payment Gateway

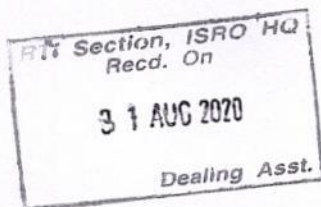
Does it concern the life or Liberty of a Person?
(क्या यह किसी व्यक्ति के जीवन अथवा स्वतंत्रता से संबंधित है?) :

No(Normal)

Request Pertains to (अनुरोध निम्नलिखित संबंधित है) : Smt Kamala Rajesh

Information Sought (जानकारी मांगी):

Do all centers of department of space(including autonomous bodies like SCL, NARL and PRL) disclose their APAR to the employees who are at level 10 and above



AP10, DOS
Smt. Pathania,
1/9/20

9059

Antariksh Bhavan,
New BEL Road,
Bangalore-560 231

January 27, 2010

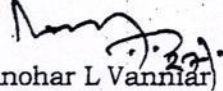
OFFICE MEMORANDUM

Subject : Maintenance and preparation of Annual Performance Assessment Report (APAR) – guidelines/procedure – reg.

In continuation to the OM of even number dated 30.10.2009, the undersigned is directed to forward herewith the guidelines/procedure, Time Schedule, specimen APAR formats (9 numbers), Acknowledgement and History Sheet for preparation of Annual Performance Assessment Report for information and compliance by the Centres/Units. The Time Schedule to be followed for the assessment is given in Annexure-I and time schedule to be followed for calendar year 2009 is given in Annexure-IA. The levels of assessment in respect of Scientists/Engineers G & above for S & T and Officers in Administration shall be as in Annexure-II. The specimen APAR formats in respect of Principal/Vice Principal and Fire Officer/Station Officer/Sub Officer will be issued in due course.

2. Centres/Units may accordingly issue suitable internal orders based on the broad guidelines formulated for this purpose and ensure the time schedule is maintained. In order to maintain uniformity, the colour and thickness of the formats shall be as per the specimen enclosed.

3. This issues with the approval of the Competent Authority.


(Manohar L Vanniar)
Deputy Secretary

Encl:a.a.

To :

- | | | |
|--|---|------------|
| 1. Director, VSSC/SDSC SHAR/ISAC/SAC/LPSC/ISTRAC/ NRSC/MCF/ADRIN | } | |
| 2. Managing Director, ANTRIX, Bangalore. | } | with |
| 3. Scientific Secretary, ISRO | } | enclosures |
| 4. Director, SCL/PRL/NARL/NE-SAC/IIST | } | |

Copy to:

5. Director, IISU / LEOS/DECU
6. Controller, VSSC/SDSC-SHAR/ISAC/SAC/LPSC/NRSC/SCL
7. Chief Controller of Accounts, DOS
8. Director (AS)/ Sr. Accounts Officer & IFA, ISRO Hq/Sr.Head, IAW
9. Sr. Head, P & GA/Head P & GA of all Centres/Units : OM & Enclosures being sent by email

Copy also to:

Director/OSD (Vig/Parl), DOS, Bangalore/ND/JD(OL)/US (Vig/Budget)/
AO(I/IV)/Section Officer -I/II/III/V, PPS to Secretary/AS /Office of MF/JS/JS(F)

Director, INSES - - - for uploading.

GUIDELINES / PROCEEDURE FOR PREPARATION OF APAR

1. General Guidelines :

- a. The Annual Performance Assessment Scheme (APAR) will have three levels of performance assessment viz. Reporting Officer, Reviewing Officer and Countersigning Officer. The period of assessment shall be Calendar Year.
- b. All employees belonging to Group A, B & C are required to write their Self Appraisal in the space provided in the format. Submission of lengthy notes and separate sheets are to be avoided. All employees should submit the duly filled in APAR to Reporting Officer latest by 7th January of every year. (For the year 2009 the deadline is 7th March)
- c. The performance of employees will be assessed in the scales of 8 or 5 as contained in the enclosed **specimen** APAR forms.
- d. A covering sheet containing the particulars of the employee, a photo duly affixed on it and with a column provided for signature of the employee below the photograph will be generated through COWAA which will form the first sheet of the APAR.
- e. APAR form and the folder shall be printed in Bilingual as per specimen enclosed (including colour to maintain uniformity).
- f. History Sheet which will show the movement of APARs will be kept on the left side of the APAR folder. (**Specimen-I enclosed**)
- g. The time schedule as in Annexure I for preparation/completion of APARs should be strictly followed from the calendar year 2010 onwards.

2. Procedure :

- a. Sr.Head/Head, P & GA of the respective Centre/Unit will disseminate the Blank APAR forms, Schedule and Guidelines with a covering letter to the concerned Heads of Divisions/Sections. The Division/Section Heads shall handover the blank APAR forms to the concerned employees.
- b. The employees will submit the duly filled in APAR forms alongwith Self Appraisal to the Reporting Officer. The Reporting Officer shall give his assessment and forward the same to the Reviewing Officer, who in turn shall complete his assessment and forward to Counter Signing Officer. The Counter Signing Officer after completing his assessment shall forward to concerned Division/Section Head. The Division/Section Head shall consolidate all the duly filled in APARs of his/her Division/Section and forward the same to **Controller in case of major Centres and Head, P& GA in the case of smaller units.**

...2/-

c. Controllers /Head, P& GAs on receipt of the completed APARs shall forward a copy of the APAR to the individual employees alongwith the Acknowledgement form. **(Specimen-II enclosed)**

d. The concerned employee shall be given an opportunity to make any representation against the entries within 15 days from the date of receipt of copy of APAR. If Controller/Head, P & GA does not receive any information within 15 days from the date of receipt of copy of APAR by the employee, the APAR will be treated as accepted and final.

e. The representation should be restricted to specific factual observations leading to assessment of the Officer in terms of attributes, work output, etc. Such representations should be considered by an 'Appellate Authority' who shall normally be at least one grade above the Countersigning Officer. The Appellate Authority shall consider the representation of the employee and the views of the Countersigning Officer (who shall, before doing so, also obtain the comments of the Reporting and Reviewing Officers, wherever necessary). The Appellate Authority after due consideration shall decide the matter objectively based on the material placed before him within a period of 30 days from the date of receipt of representation. The Appellate Authority after accepting the representation may or may not alter any entries in the APAR and forward the same to Controller/Head, P&GA. The decision of the Appellate Authority will be final and shall necessarily be communicated to the concerned employee within 15 days of receipt of the decision of the Appellate Authority. No further representation will be entertained in the matter.

f. The completed APARs in all respect will be finally forwarded by the Controller /Head, P & GA to the Custodian of the APARs .

g. Normally, no APAR will be considered unless it is filled in by three distinct levels of Reporting, Reviewing and Countersigning Officers for every staff member. With regard to APARs which are sent to Chairman, ISRO for remarks, the initial disclosure of APAR to employees and appeal process shall commence only after the remarks of Chairman, ISRO.

h. While the Reporting Officer should normally be not less than two grades above the assessee (at least one grade in cases where two levels are not possible), the Reviewing Officer and Countersigning Officer should be one grade above each other. In this regard, the Centres/Units shall draw up a detailed procedure laying down the various levels for different categories of employees keeping in mind the broad guidelines stated here, by means of issue of suitable internal Orders. However, for the Grade Scientists/Engineers 'G' & above in S&T and Officers in Administration for whom the levels of assessment shall be as in Annexure II.

ANNEXURE I**Time Schedule for preparation /completion of APARs
(Reporting Year : Calendar Year)**

Sl. No.	Activity	Date by which to be completed
1.	Distribution of Blank APAR forms to all concerned (i.e. to the concerned Division/Section Heads (DH/SH))	15 th December
2.	Submission of Self Appraisal to Reporting Officer by officer to be reported upon	7 th January
3.	Submission of Report by Reporting Officer to Reviewing Officer	21 st January
4.	Report to be completed by Reviewing officer and sent to Counter Signing Officer	1 st February
5.	Report to be completed by Counter Signing Officer and sent to concerned DH/SH	10 th February
6.	Forwarding of completed APARs to Controller of major Centres/Head, P & GA of smaller Units / by the DH/SH	13 th February
7.	Disclosure of APAR (copy) to employee by Controller of major Centres/Head, P & GA of smaller Units	1 st March
8.	Receipt of Representation, if any /Return of APARs by the concerned employee to Controller of major Centres/Head, P & GA of smaller Units.	16 th March
9.	Forwarding of representation to the Appellate Authority by Controller of major Centres/Head, P & GA of smaller Units	21 st March
10.	Disposal of representation by Appellate Authority	20 th April
11.	Communication of the decision of the Appellate Authority by Controller of major Centres/Head, P & GA of smaller Units	25 th April
12.	End of entire APAR process and forwarding of completed APARS to the concerned Custodian by Controller of major Centres/Head, P & GA of smaller Units	30 th April

ANNEXURE I A

Time Schedule for preparation / completion of APARs
(Reporting Year : Calendar Year)(For 2009 only)

Sl. No.	Activity	Date by which to be completed
1.	Distribution of Blank APAR forms to all concerned (i.e. to the concerned Division/Section Heads (DH/SH))	15 th February
2.	Submission of Self Appraisal to Reporting Officer by officer to be reported upon	7 th March
3.	Submission of Report by Reporting Officer to Reviewing Officer	21 st March
4.	Report to be completed by Reviewing officer and sent to Counter Signing Officer	1 st April
5.	Report to be completed by Counter Signing Officer and sent to concerned DH/SH	10 th April
6.	Forwarding of completed APARs to Head, P & GA by the DH/SH	13 th April
7.	Disclosure of APAR (copy) to employee by Controller of major Centres/Head, P & GA of smaller Units	1 st May
8.	Receipt of Representation, if any /Return of APARs by the concerned employee to Controller of major Centres/Head, P & GA of smaller Units.	16 th May
9.	Forwarding of representation to the Appellate Authority by Controller of major Centres/Head, P & GA of smaller Units	21 st May
10.	Disposal of representation by Appellate Authority	20 th June
11.	Communication of the decision of the Appellate Authority by Controller of major Centres/Head, P & GA of smaller Units	25 th June
12.	End of entire APAR process and forwarding of completed APARS to the concerned Custodian by Controller of major Centres/Head, P & GA of smaller Units	30 th June

ANNEXURE II

ASSESSMENT SYSTEM

A. Scientists/Engineers G and above in DOS/ISRO Centres/Units :

GRADES	REPORTING	REVIEWING	COUNTER SIGNING	REMARKS
G	GD	DD	DIRECTOR	CHAIRMAN
G (GD)	DD/AD	AD/DIRECTOR	DIRECTOR	CHAIRMAN
G (DD)	DIRECTOR	DIRECTOR	CHAIRMAN	-
H	DD/AD	DIRECTOR	CHAIRMAN	-
H (GD)	DD/AD	AD/DIR	CHAIRMAN	-
H (DD)	AD/DIRECTOR	DIRECTOR	CHAIRMAN	-
H (DIR)	CHAIRMAN	CHAIRMAN	CHAIRMAN	-
OS	DD/AD/DIRECTOR	DIRECTOR	CHAIRMAN	-
OS (GD)	DD/AD/DIRECTOR	DIRECTOR	CHAIRMAN	-
OS (DD)	DIRECTOR	DIRECTOR	CHAIRMAN	-
OS (DIR)	CHAIRMAN	CHAIRMAN	CHAIRMAN	-
DS (DD/AD)	DIRECTOR	CHAIRMAN	CHAIRMAN	-
DS (DIR)	CHAIRMAN	CHAIRMAN	CHAIRMAN	

Wherever Chairman, ISRO gives his remarks or countersigns, Secretary, DOS shall be the Appellate Authority.

B. The APARs of Scientists/Engineers 'G' and above, belonging to Autonomous Bodies in Department of Space shall be put up for either countersigning or remarks as under:

- a. For ANTRIX - Chairman, ANTRIX Corporation
- b. NARL - Chairman, Governing Council.
- c. SCL - Chairman, Management Council
- d. NESAC - Chairman, NE-SAC Governing Council

In the above cases, Secretary, DOS shall be the Appellate Authority.

C. For the Officers of Civil Engineering Program Office (CEPO):

GRADES	REPORTING	REVIEWING	COUNTER SIGNING
SG & Below	Associate Director, CEPO	Additional Secretary	Chairman
Associate Director	Additional Secretary	Chairman	Chairman

(D) For the Officers of IIST (Indian Institute of Space Science and Technology) : They shall follow the same system as detailed at Point 'A' above by drawing equivalence based on the grade pay.

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(E) OFFICERS WORKING IN ADMINISTRATIVE AREA IN DOS/ISRO CENTRES/UNITS

Category	Reporting Authority	Reviewing Authority	Counter Signing	Appellate Authority
Officers (GP Rs. 5400)	Sr. Officer (GP Rs. 6600)	Division Head (GP Rs.7600)	Controller	Director
Officers (GP Rs. 6600)	Division Head (GP Rs. 7600)	Controller	Director	Chairman, ISRO
Officers (GP Rs. 7600)	Controller*	Director	Director	Chairman, ISRO
Officer (GP Rs. 8700)	Controller*	Director	Director	Chairman, ISRO
Controller / Registrar	Director	Additional Secretary	Chairman, ISRO	Secretary, DOS
Chief Controller, (on appointment)	Director	Additional Secretary	Chairman, ISRO	Secretary, DOS

* Wherever the post of Controller is non-existent, Director shall be the Reporting Officer.

(F) OFFICERS WORKING IN DOS SECRETARIAT

Category	Reporting Authority	Reviewing Authority	Counter Signing	Appellate Authority
Officers (GP Rs. 5400)	Deputy Secretary	Joint Secretary	Additional Secretary	Secretary, DOS
Officers (GP Rs. 6600)	Deputy Secretary	Joint Secretary	Additional Secretary	Secretary, DOS
Officers (GP Rs. 7600)	Joint Secretary	Additional Secretary	Additional Secretary	Secretary, DOS
Officer (GP Rs. 8700)	Joint Secretary	Additional Secretary	Additional Secretary	Secretary, DOS

HISTORY SHEET

(Centre /Unit name)

Name :
Designation :
Staff No. :
Date of Birth :
Division/Section :
Date of Appointment :

MOVEMENT OF APAR/DOSSIER



Sl. No.	Year	Given to	On	Recd Back on	Signature

ACKNOWLEDGEMENT

I, have received a copy of the completed APAR for the
Year..... on

Name
Designation
Staff No.
Division/Section
Phone No.
Date

Controller/
Head, P & GA
.....

I, have gone through the APAR for the Year.....
and ACCEPT the assessment contained therein.

Name
Designation
Staff No.
Division/Section
Phone No.
Date

Controller/
Head, P & GA
.....

Controller/
Head, P & GA
.....

Sir,

Through Proper Channel

I have gone through the APAR for the Year.....and DO NOT ACCEPT
the assessment contained therein for the reason(s) given below :

Yours faithfully,

Name
Designation
Staff No.
Division/Section
Phone No.
Date

मार्च/March 05, 2019

OFFICE MEMORANDUM

Sub: Maintenance and Preparation of Annual Performance Assessment Report [APAR] – guidelines/procedure - Reg
Ref: DOS OM No.A 11014/1/2009 dated 27/01/2010 & 29/05/2012 and Corrigendum dated 30/04/2014.

In partial modification of the earlier guidelines on the subject, the procedure for preparation of APAR in respect of the officials working in CEPO, Bangalore will be as under:-

- I. For Scientist/Engineer in the cadre of 'G' and above, the following APAR assessment system shall be followed:

Grade	Reporting Officer	Reviewing Officer	Countersigning Officer
All Engineers in the cadre 'G' and above	Director, CEPO	Joint Secretary & FA, DOS	Chairman, ISRO
Director, CEPO	Joint Secretary & FA, DOS	Chairman, ISRO	Chairman, ISRO

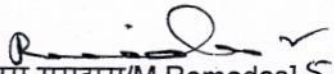
[Appellate Authority will be Secretary, DOS]

- II. For Scientist/Engineers in the cadre of 'SG' and below, the following APAR assessment system shall be followed:

Grade	Reporting Officer	Reviewing Officer	Countersigning Officer
All Engineers in the cadre 'SG' and below	Respective Section Heads in CEPO	Director, CEPO	Director, CEPO

[Appellate Authority will be Joint Secretary & FA, DOS]

2. All other guidelines/procedures remain unaltered.
3. This issue with the approval of Competent Authority.

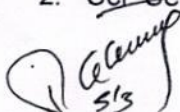

[एम रामदास/M Ramadas] 5/3/19
Deputy Secretary to the GoI

To:

1. Director, CEPO, ISRO, HQ
2. Sr. Head, P & GA, ISRO, HQ
3. SPPS to Secretary, DOS

CFI:

1. Joint Secretary (P), DOS/Joint Secretary & FA, DOS
2. Sci Secretary, ISRO


5/3