

No. A-28011/01/2018-Conf. Cell
PRASAR BHARATI
(India's Public Service Broadcaster)
DIRECTORATE GENERAL: DOORDARSHAN
Doordarshan Bhawan, New Delhi

Dated: 02.09.2019

Subject: Timely completion of APARs for the year 2018-19 in respect of Officers/Officials working in the Directorate and its field units including Marketing Divisions, CPC, CP&S, DCS etc.

Reference is invited to this Directorate letter of even number dated 28.02.2018 and to say that APARs may please be completed as per the time schedule given in Annexure-I and it will be the personal responsibility of the Head of the Office to ensure completion of APARs as per the time schedule and with due regard to Government instructions issued from time to time.

2. With regard to Item-2 in the time-schedule as Annexure-I, it is clarified that a Reporting Officer should not wait till the expiry of the time limit for self-appraisal of the officer to be reported upon. After expiry of the first week, if self-appraisal is not received by that time, the reporting officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit the self-appraisal within the stipulated time.

3. The annual report 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 self-appraisal, this should be adversely commented upon by the Reporting Officer.

4. It has been observed that despite clear-cut instructions and repeated reminders, the APARs for the year 2017-18 were not completed by some of the Kendras/Officers in time and if some of them are still lying in the office, they should immediately be completed and sent to this Directorate.

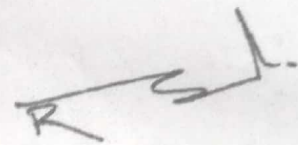
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11. As many DPC are pending due to non-receipt of these APARs, all concerned are requested to comply with the instructions scrupulously and complete APARs in time without waiting for any reminder from the Directorate.

12. If APAR Dossier or loose APARs of any officer who has been transferred are still lying in the office, the same should be immediately sent to the present place of posting of the concerned officer. In case of Group 'B' Gazetted and above level officers, the same should be sent to the Confidential Cell of the Directorate. These instructions may be brought to the notices of all Programme/ Engineers/ Admn. Staff.

13. All APARs should be sent to the Section Officer (by name), APAR Section, Room No. 918, Directorate General: Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi - 110001.

14. If there is any delay in respect of writing of APAR by the Reporting Officer within the stipulated time, action indicated in Clause (2) will be undertaken. This may be taken note of by all concerned and the Kendra Head as reporting/reviewing officer.



(Rajiv Sinha)
Dy. Director General (A)

**All ADGs/DDGs/Heads of all Kendras/ Marketing Divisions/All
CEs/SEs/DMCs/HPTs/ LPTs/PGFs/PPCs/CPC/CP&S/DCS/PEU/ and
all officers and sections of this Directorate.**

Copy to: -

1. PPS to DG for information please.
2. IT Cell with the request to put in internet.

Time schedule for preparation
of Annual Performance Appraisal Reports.

Nature of action which to be Completed	Dates by
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 March
2. Submission of self-appraisal to reporting Officer by officer to be reported upon (where applicable).	15 th April
3. Submission of report by reporting officer To reviewing officer	
--Where self-appraisal by officer reported upon is prescribed.	7 th May
-- Where self-appraisal by officer reported upon is not prescribed.	21 st April
-- Where officer reported upon is himself a Reporting Officer for subordinates under him.	22 nd May
Report to be completed by reviewing officer 23 rd May where the due date and sent to Administration or APAR Section.	The Reporting Officer is 7 th May. ----- 7 th May where the due date for The Reporting Officer is 21 st April. ----- 5 th June where the due date for The Reporting Officer is 22 nd May.

IMPORTANT NOTICE:

- i. The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
- ii. Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.

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