


CIRCULAR APAR Guidelines (DoPT) · DoPT OM dated 14.05.2009

Annual Performance Appraisal Report (APAR) — Complete Guidelines

Effective: 14 May 2009

Dak Sutra Series

LDCE / PS Group B


OFFICIAL PROVISION

Verbatim legal text

PRIMARY SOURCE

Annual Performance Appraisal Report (APAR) — Key Guidelines

What is APAR?

APAR (formerly called ACR — Annual Confidential Report) is an official annual assessment of a Government servant's performance, integrity, character, and conduct during the assessment year (1 April to 31 March).

Key Authorities Involved

- **Reporting Officer:** The immediate superior who writes the report (PAR/APAR).
- **Reviewing Officer:** The officer superior to the Reporting Officer who reviews and countersigns.
- **Accepting Authority:** In some cadres, a third-level officer accepts the APAR.

Timeline for APAR Completion

Stage	Deadline
Submission of self-appraisal by officer reported upon	15 April
Submission of report by Reporting Officer	30 June
Report to be completed by Reviewing Officer	31 July
Appraisal by Accepting Authority (if applicable)	31 August
Disclosure of full APAR to the officer reported upon	1st or 15th Sept

Disclosure of APAR

The complete APAR (numerical grades AND descriptive remarks) shall be disclosed to the officer reported upon as a matter of right. This was a landmark change from the old "Confidential Report"

system — earlier, only adverse remarks were communicated.

Grading System (Numeric Scale)

Performance is graded on a 10-point scale with specific DoPT brackets:

- **Below 4:** Given a score of Zero
- **Between 4 and short of 6:** Good (Score 5)
- **Between 6 and short of 8:** Very Good (Score 7)
- **Between 8 and 10:** Outstanding (Score 9)

Benchmark for promotion purposes: typically **7 and above (Very Good)** is required.

Representation Procedure

If an officer is dissatisfied with the grading or remarks, they may represent within **15 days** of receipt of the APAR to the APAR Cell/Custodian. The representation is forwarded to the designated **Competent Authority** (authority one level above the Accepting Authority) for a final decision. There is no multi-tier appeal from Reviewing to Accepting to Central Government.



DAK GURU EXPLAINS

Plain-language breakdown

◆ SIMPLIFIED

APAR is one of the most important administrative tools in government service. Here's everything you need for the exam:

ACR vs APAR — The Shift

The old Annual Confidential Report (ACR) was **secret** — the employee couldn't see it. The APAR system (DoPT OM dated **14 May 2009**) made reports **transparent**. The complete APAR is now disclosed to the government servant.

The 5-Date Timeline — Most Tested

Remember the schedule as per Annexure-III of DoPT OM dated 23.07.2009:

1. **15 April:** Officer submits self-appraisal
2. **30 June:** Reporting Officer completes APAR
3. **31 July:** Reviewing Officer reviews
4. **31 August:** Accepting Authority completes appraisal
5. **1st/15th Sept:** Full APAR disclosed to the officer

The Bench Mark for Promotion

A score of **7/10 (Very Good)** is typically the benchmark for empanelment/promotion. An officer with even one year of "Below Benchmark" APAR may be denied promotion. This is why APAR is so critical in a government servant's career.

Who Cannot Write an APAR?

A Reporting Officer who has observed the government servant for **less than 3 months** during the year should not write the APAR — there isn't enough basis for assessment. A different period breakup is done.



PRACTICAL EXAMPLE

Real-world scenario

CASE STUDY

Scenario 1 — Adverse Entry Representation: Suresh (Inspector of Posts) receives his APAR showing a grade of 5/10 with a remark that he was "inattentive to public grievances." He disagrees.

Correct Procedure:

1. Suresh can make a **representation within 15 days** of receiving the full APAR disclosure.
2. The representation is submitted to the **APAR Cell/Custodian**.
3. The Custodian forwards it to the **Competent Authority** (typically the authority one level above the Accepting Authority).
4. The Competent Authority decides on the representation, often in consultation with the Reporting/Reviewing officers.

Scenario 2 — Late APAR: A Reporting Officer fails to complete Meena's APAR by 30 June. What happens?

Answer: If the Reporting Officer does not report the APAR within the DoPT timeline (30th June), they **forfeit the right** to enter any remarks in the APAR. The APAR is then force-forwarded to the Reviewing Officer. The delay is also noted in the Reporting Officer's own APAR as per DoPT OM dated 16.02.2009.



EXAM INSIGHT

What the examiner expects

MUST READ

Critical APAR Facts for the Exam:

- APAR introduced (replacing ACR): **DoPT OM dated 14.05.2009**
- Assessment year: **1 April to 31 March**
- Self-appraisal deadline: **15 April**

- Reporting Officer's deadline: **30 June**
- Reviewing Officer's deadline: **31 July**
- Accepting Authority's deadline: **31 August**
- Full APAR disclosure: **1st/15th September**
- Representation period: **15 days** from disclosure
- Grading scale: **Below 4 = 0; 4-6 = Good; 6-8 = Very Good; 8-10 = Outstanding**
- Benchmark for promotion: typically **7/10 (Very Good)**
- Minimum period for Reporting Officer to write APAR: **3 months** of observation

Most Tested MCQ: "What is the deadline for the Reporting Officer to complete the APAR?" —
Answer: **30 June**. Always distinguish this from the 31 July deadline for the Reviewing Officer.



DAK GURU — DAK SUTRA SERIES

APAR Guidelines (DoPT) · DoPT OM dated 14.05.2009 · For educational use only

Visit Dak Sutra @
www.dakguru.com