

Head CRS Pune

Head (RMCs): New Delhi /Mumbai/Chennai/ Kolkata/ Nagpur/Guwahati

Head : PAC Kolkata

Head : CSO Shillong/ CATC Bamrauli

Sub: Instructions regarding preparation, completion and communication of APAR for the period of 2022-23.

Ref.: DoPT O.M. No.21011/1/2005-Estt. (A) (Pt-II) dated 23.07.2009.

The officers and staff borne under your establishment may be asked to download the blank APAR forms for the period of **2022-2023** from the IMD website. They shall submit the same, after self-appraisal (where applicable) to the Reporting officer for further necessary action. It may kindly be ensured that all the columns given in the APAR form, including those for giving numerical grading, are duly filled up clearly (i.e. without using white fluid/overlapping/cutting). It may also be ensured that name and designation of Reporting and Reviewing Officers are clearly mentioned in the APARs along with date of signature. Name of officer reported upon should be mentioned on each page of APAR.

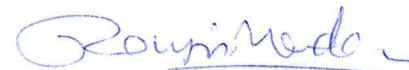
It is mentioned here that after completion of the APAR forms, the final grading are to be communicated to the concerned officers and staff. Therefore, it may be ensured that copies of duly completed APARs for the period of **2022-2023** in r/o officers and staff are handed over to them, under an acknowledgements as to enable them to give representations against final grading, if any, within the time period mentioned in the above DoPT guidelines.

The acknowledgement letter in r/o the Group-B' (Non-Gaz.) & Group 'C' staff borne under your establishments may be kept in their APAR dossiers along with their original APAR. The Acknowledgment letter of the officers, whose APAR dossiers are with the APAR cell at HQ, may be attached with the original APAR **2022-2023** and sent to APAR Cell for safekeeping.

The DoPT guidelines regarding filling up of APARs with numerical grading, time schedule for their completion & communication of final APAR grading to the concerned officer and staff are enclosed for kind reference. Kindly ensure that the APARs **2022-2023** of all the officers and staff borne under your establishment are complete in all respects as per the DoPT guidelines mentioned in **ANNEXURE -I & II.**

The reporting/reviewing officers will be at least one level above the rank of reported officer. In case of the offices where the officer to be reported upon and office in-charge have similar rank, the APARs of the officers may be submitted to their respective RMCs or APAR Cell HQ Office for reporting/Reviewing. The reporting/reviewing officers should have been associated with the officer reported upon for at least 3 months during the period of APAR. In case of transfer/retirement of reporting/reviewing officer in between the period of APAR, the periods may be split into two APARs.

The reporting/reviewing of APARs in respect of all cadre of Group 'A & B officers and Group 'B' (Non-Gaz.) & Group 'C' cadres will be as per the channel indicated in the enclosed **ANNEXURE -III &ANNEXURE-IV.**


(Ranju Madan) 24/3/2023
DDG (Admin)

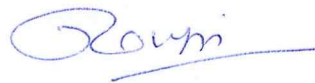
for Director General of Meteorology

DGM UOI No.A-28012/1/2017/APAR-E.I.

New Delhi-3, Dated: 24 March'.2023

DoPT guidelines regarding filling up of APAR with numerical grading:

1. All the columns in the APAR should be filled with due care and attention and after devoting adequate time.
2. The Reporting Officer shall indicate in the pen picture of the officer reported upon his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. Any grading of 1 or 2 (against work output or attributes or overall grade) should be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 should be justified with respect to specific accomplishments. Grades 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them.
3. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/ promotion.
4. APARs graded between 6 and 8 will be rated as 'very good' and will be given a score of 7.
5. APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
6. APARs graded below 4 will be given a score of zero.



Guidelines regarding time schedule for preparation, completion and communication of APAR for the period of 2022-2023:

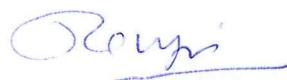
S. No.	Activity	Date by which to be completed
1.	Download of Blank APAR forms 2022-2023	w.e.f. 31st March 2023
2.	Submission of APAR/ APAR with self-appraisal (where applicable) by the officer/staff to the Reporting Officer	15th April 2023
3.	Submission of the APAR by the Reporting Officer to the Reviewing Officer	30th June, 2023
4.	Completion of the APAR by the Reviewing Officer	31st July 2023
5.	Disclosure of final APAR grading to the officer/staff	1st Sept. 2023
6.	Receipt of representation, if any, against the APAR grading	15 days from the date of communication of APAR
7.	Forwarding of representations to the Competent Authority for decision	21st Sept. 2023
8.	Disposal of representation by the competent authority	within one month of the receipt of representation
9.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15th November, 2023
10.	End of the entire process, after which the APAR will be finally taken on record	30th November, 2023

Note: Please make sure to get the APARs 2022-23 written by the Reporting officer/ Reviewing officer before he leaves office/section on transfer or retirement upon superannuation.



Channel of Reporting and Reviewing Officers for APARs in r/o Group 'A' & 'B' (Gaz.) Officers

S. No. (1)	Post (2)	Reporting Officer (3)	Reviewing Officer (4)
1.	Scientist G	DGM	
2.	Scientist F	Scientist G/ DGM	DGM
3.	Scientist E	Scientist F/ Scientist G	Scientist G (If not the Reporting Officer)/ DGM
4.	Scientist E (PAC Kolkata)	Scientist F/ Scientist G (Publication) /Officer nominated by the DGM	Scientist G (If not the Reporting Officer)/ DGM
5.	Scientist D	Scientist E/ Scientist F/ Scientist G	Scientist G(If not the Reporting Officer)/ DGM
6.	Scientist C	Scientist E/ Scientist F/Scientist G	Head of office/ Head of concerned divisions (If not the Reporting Officer) / DGM
7.	Scientist B/ Scientist C/ Scientist D-CSO Shillong	Scientist D/ Scientist E/ Scientist F (Seismo)	Head of Seismo / DGM
8.	Scientist B/ Scientist C/ Scientist D-CATC Bamrauli	Scientist D(Aviation Services) /Scientist E & Director (Aviation Services)/ Sc-F(CAMD)	Head of CAMD / Scientist F(CAMD)-If not the Reporting Officer/ Officer nominated by DGM
9.	Scientist B/ Scientist C/ Scientist D-PAC Kolkata	Scientist E (PAC) /Scientist F (Publication)	Scientist F (Publication)-If not the Reporting Officer/Scientist G
10.	Scientist B	Scientist E/ Scientist F/ Officer nominated by DGM	Head (RMCs)/ Head of concerned divisions/ Officer (If not the Reporting Officer)
11.	Meteorologist Grade-B	Scientist D / Scientist E/ Head of respective Met. Centre	Head of respective Met. Centre (if not the Reporting Officer)/ Head (RMCs)/ Head of concerned divisions
12.	Meteorologist Grade-A	Scientist D / Scientist E/ Head of respective Met. Centre	Head of respective Met. Centre (if not Reporting Officer)/ Head (RMCs)/ Head of concerned divisions
13.	Deputy Director(OL)/ Assistant Director (OL)	DDG (Admin)	Scientist G/ DGM
14.	Sr. Private Secretary/ Private Secretary	Officers with whom attached	Officers with whom attached
15.	Administrative Officer Gr-I	Scientist E (Estt./Admin.) / DDG (Admin)	DDG (Admin)-if not the reporting Officer/ / DGM



16.	Administrative Officer Gr-II	AO-I/ Met.-B (Admin.) / Sc.-D/ Sc-E (Admin /Estt.) Officer In-Charge of respective Met. Centre.	DDG (Admin)/ Head (RMCs)
17.	Administrative Officer Gr-III	Admin Officer Gr.-I /AO-II/ Met.-B/ Sc.-D/ Sc-E (Admin / Estt.)	Head of respective Met. Centre/ Head (RMCs)/ Head of concerned divisions/ DDG(Admin)

Note: (i) If any post of Head RMCs/ Sc. E/ Sc. F is vacant at the time of writing Confidential Reports and the work is being performed by another Head RMCs/ Sc. E/ Sc. F as "additional charge" for at least three months, he will be the Reviewing or Reporting Officer in respect of officers coming under the control of concerned Heads/ failing which Office of DGM will decide Reporting /Reviewing Officer.

(ii) Head RMCs/ Scientist F will write report for Scientist-D under them. Scientist-G/ DGM will be the Reviewing Officer.

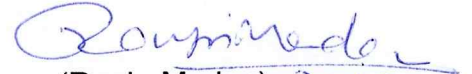
ANNEXURE-IV

Channel of Reporting & Reviewing Officers for APARs in r/o Group 'B' (Non-Gaz.) & Group 'C' Cadres

S. No. (1)	Post (2)	Reporting Officer (3)	Reviewing Officer (4)
1.	Senior Translator Junior Translator	Deputy Director (OL)/ Assistant Director (OL)/ Officer- In-charge- Met. Centres/ Scientist E	Deputy Director (OL)/ Scientist E -if not the reporting officer/ DDG(Admin) / Head (RMCs)
2.	Steno Gr-I Steno Gr-II	Scientist E/ Scientist F/ Officers with whom attached	DDG(Admin) / Head (RMCs)
3.	Scientific Assistants Assistants Staff Car Driver (Spl. Gr.)	Section In-charge (at least not below rank of Met-A / Met-B)	Scientist C / Scientist D/ Scientist E/ Scientist F /DDG (Admin)
4.	General Manager/Manager Gr-II /Manager-cum-Accountant and persons in equivalent cadres	Admin Officer Gr- II / Admin Officer Gr- III / Scientist C	Scientist C (if not the reporting officer) / Scientist D/ Scientist E
5.	Mech. Assistant (Ind.) Mech. Assistant (Carp .Ind) Mech. Assistant (N/I)	Met-A / Met-B	Scientist C/ Scientist D/Scientist E
6.	Staff Car Driver (Gr.I) Met. Observer Gr.I and persons in equivalent cadres	Admin Officer Gr-II/ Admin Officer Gr-III / section In-charge	Scientist C/ Scientist D/Scientist E
7.	UDC Radio Mechanic Carpenter Gr-I (Ind.) Carpenter Gr-I (Non-Ind.) Mechanic Gr-I (Ind.) Mechanic Gr-I (Non-Ind.) Electrician/SSI Assistant Manager-cum-storekeeper Staff Car Driver (Gr-II) Met. Observer Gr-II and persons in equivalent cadres	Met-A /Met-B/ Admin Officer Gr-II / Admin Officer Gr-III / Scientist. B	Scientist C/ Scientist D/Scientist E

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8.	Met. Observer Gr-III Halwai-cum-Cook and persons in equivalent cadres	Met-A /Met-B/ Admin Officer Gr-II / Admin Officer Gr-III / Scientist. B	Scientist C/ Scientist D/Scientist E
9.	LDC Hindi Typist Mechanic Gr-II (Ind.) Mechanic Gr-II (Non-Ind.) Carpenter Gr-II (Ind.) Carpenter Gr-II (Non-Ind.) Staff Car Driver (O.G) Record Keeper Assistant Halwai-cum-Cook Clerk and persons in equivalent cadres	Met-A /Met-B/ Admin Officer Gr-II / Admin Officer Gr-III / Scientist. B	Scientist C/ Scientist D/Scientist E
10.	MTS (Industrial) MTS (Non-Industrial) Tea-Coffee Maker Bearer Wash Boy and persons in equivalent cadres	Met-A /Met-B/ Admin Officer Gr-II / Admin Officer Gr-III / Scientist. B	Scientist C/ Scientist D/Scientist E



(Ranju Madan) 24/3
DDG (Admin)

for Director General of Meteorology


DGM UOI No.A-28012/1/2017/APAR-E.I.

New Delhi-3, Dated: 24th March'.2023.

Copy to:

1. Met.Net. IMD Portal.
2. DGM Sectt./DDG (Admin) Sectt./ E-II/ E-III /O- Section/ Budget & Planning / CPU/ G.S.(Works) / G.S. (Gaz. Bills)/ G.S. (Non-Gaz Bills)/ Vigilance/ AASD / IS&KRDD/ RTI Cell/ NWFC/NWP/ ISSD/ Centre for Seismology/ UAID/ Sat. Met./ Hydrology/ EREC/ EMRC/ Hindi Sections at HQ office for similar necessary action.

No.A-28012/1/2017/APAR-E.I.
Dated: 24th March'.2023.


24-03-2023

(M.C. Rawat)
Met. 'B', (Estt.-APAR)