

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)

LOK SABHA
UNSTARRED QUESTION NO. 3779
(TO BE ANSWERED ON 11.12.2019)

FILLING UP OF ANNUAL CONFIDENTIAL REPORT

†3779. SHRIMATI POONAMBEN MAADAM:

Will the **PRIME MINISTER** be pleased to state:

- (a) the details of the norms for filling Confidential Reports (CR) of the Government staff;
- (b) whether the officers are not following the said norms and in case the officers get transferred , the staff has to go to the officer or homes of the transferred officers for getting their CR written;
- (c) if so, the reaction of the Government thereto;
- (d) whether the promotion of the staff from lower grade to Group III is pending in the absence of CRs;
- (e) whether any action has been taken against any officer for not writing CRs on time; and
- (f) if so, the details during the last three years?

ANSWER

**MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS AND MINISTER OF STATE IN THE PRIME MINISTER'S OFFICE
(DR. JITENDRA SINGH)**

(a): The appraisal of performance of Government staff, other than officers belonging to All India Services, is governed by instructions issued by the Government from time to time. These instructions provide timelines for recording of self-appraisal, recording of remarks by reporting, reviewing and accepting authorities, if any.

(b) & (c): Adequate safeguards are provided in the instructions issued by the Government for recording of CRs in time. These instructions, inter-alia, provide for forfeiture of the right of the Reporting Officer & Reviewing Officer to write & review respectively the CRs, now known as Annual Performance Assessment Report (APAR), after the prescribed date. In such cases, a certificate to this effect shall be added in the APAR dossier for the relevant period by the concerned administrative Branch so as not to put such staff into any disadvantageous position.

(d) to (f): No centralized data regarding pendency of promotion of staff due to non-availability of CRs/ APARs is maintained. However, guidelines on the procedure to be observed by Departmental Promotion Committees (DPCs), inter-alia, provide that where one or more APARs have not been written for any reason during the relevant period, APAR of the years preceding the period in question shall be considered and, if in any case, even these are not available, APARs of the lower grade shall be taken into account to complete the number of APARs required for consideration for promotion.