

CHAPTER : 16 – ACRs/APARs

CONFIDENTIAL

(16.1)

**NO. 8(5) /99-EO (PR)
Government of India
Department of Personnel & Training
(Office of the Establishment Officer)**

New Delhi, the 8th June' 1999

To,
The Chief Secretary,
Government of Nagaland, Kohima.

Sub:- Submission of Immovable Property Return on IAS Officers- Regarding:

Sir,

As you are aware, as per AIS (Conduct) Rules, 1968 every member of All India Services is required to submit a copy of the Annual Immovable property return statement to this Department through the respective State Government/Ministry/Department where he/she is working at present every year. This Department maintains IPR folders of all IAS officers irrespective of the fact whether the officer is serving at the centre or in the cadre. On a perusal of the record maintained by this Department it is observed that some of the officers have not been filing their returns regularly with the result that the IPR folders of a large number of officers are incomplete. A list of such officers of your cadre whose IPR statements for the year 1998 (or 98-99 as the case may be) have not so far been received by us.

2. It is requested that IPR statement for the year 1998 (or 98-99 as the case may be) as on 1.1.99/4.99 containing the full particulars of the immovable property owned, acquired or inherited by him/her as required under Rule 16(2) of AIS (Conduct) Rules, 1968, as well as of earlier years which have not been sent so far may please be obtained in the prescribed format and sent to this Department at earliest.

3. The following may also please be brought to the notice of all concerned:-

- (i) The wording "No change or No Addition or as in the previous year should be avoided and all details need to be filled in every annual return, and.
- (ii) The cadre and batch/year to which the officer concerned belongs should be mentioned in the IPR statement.

Yours faithfully,

Sd/- M.P.KURUP

Under Secretary to the Government of India

(16.2)

**Government of Nagaland
Department of personnel & Administrative Reforms
(Vigilance Branch)**

NO.PER/ACR/6/2/79:

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Dated Kohima, the 3rd Oct'1981.

OFFICE MEMORANDUM

Sub: - Writing of ACRs and communication of adverse remarks thereof:

Some of the Departments have sought clarification as to whether the remark "Fair" against any item of the ACR or against the Grading of the employees is considered to be as adverse remark and whether in view of such remark, an employee may be allowed to cross the E.B. And considered fit for confirmation or promotion. These points were under examination of the government for some time. It has now been decided that the remark "Fair" only indicates that the person concerned is of an average standard and it shall not be treated as adverse.

So far as confirmation, promotion, crossing of E.B. etc. are concerned, a decision in regard to suitability of an officer is not taken with reference to particular remarks against specific column in isolation but on the basis of an overall view of the entire record of service available upto date.

Sd/- A.Shanmugam
Secretary to the Govt. of Nagaland

(16.3)

**Government of Nagaland
Department of Personnel & Administrative Reforms
(Vigilance Branch)**

NO.PER/VIG/5/3/2001

Dated Kohima, the 22nd August, 2001

Sub:- Writing and submission of Annual Confidential Reports

A number of instructions have been issued from time to time regarding the procedure for writing Annual confidential reports (ACR) and the need for timely action in this regard by all concerned. This issue was also discussed recently in the monthly meeting of Secretaries/ Heads of Departments held on 20/7/2001.

2. It has been noticed that by and large the system of writing ACRs has not been satisfactory. In some cases, the reports have been incomplete and even sketchy. The contents of the ACR offer no real clue to an officer's performance, capacity, efficiency or character. It has also been observed that in many cases there is inordinate delay on the part of Reporting/Reviewing authorities in recording their remarks and many ACRs are needlessly kept pending. It may be emphasized that ACRs are important documents, as the Government has

accepted the principle that confirmation crossing of EB, Promotion, Career Progression etc. should be based on the assessment of the performance of officials as reflected in the ACRs. It has been decided that promotions/confirmation etc. will, henceforth, not be considered in the absence of ACRs, which are due. Therefore, it is necessary that ACRs should not only be carefully and objectively recorded but also recorded within the stipulated time.

3. As per the existing system, the reports on all State Government officers, other than All India Service officers are for a calendar year i.e. from January to December. In the case of officers belonging to All India Services, the reports are for the period from April to March. In accordance with this, a time schedule for recording ACRs is given in the Annexure attached for strict compliance by all concerned.

4. In those cases where self-assessment by the officer reported upon is required, if the officer does not submit the self assessment to the Reporting Authority within the stipulated date, the latter may initiate the ACR without the self-assessment after recording this fact and submit to the Reviewing Authority. Secondly, if it comes to light that any Reporting or Reviewing authority has willfully delayed submission of ACR beyond the stipulated date, despite receiving it on time, the fact of this negligence shall be adversely recorded in the ACR of the concerned Reporting/Reviewing authority. Thirdly, if the officer concerned has completed his self-assessment and submitted to the Reporting Authority on time, he/she would not be penalized for promotion etc. even though these may be pending with the Reporting/Reviewing/Accepting authorities. Such cases would be considered on the basis of available records.

5. All Administrative Heads of Department and Heads of Department are directed to comply with these instructions strictly and also bring the contents of this O.M to the notice of all concerned in their respective Departments for strict compliance.

Sd/- R.S.PANDEY

Chief Secretary to the Government of Nagaland.

(16.4)

**Government of Nagaland
Department of Personnel & Administrative Reforms
(Vigilance Branch)**

NO.PER/VIG/5/3/2002

Dated, Kohima, the 8th Jan' 2004

OFFICE MEMORANDUM

Sub:- Writing and Submission of ACR(s).

It has been observed that by and large, writing and submission of ACRs has not been satisfactory. Whereas, promotion, confirmation crossing of Efficiency Bar and Assured Career Progression, etc should be based on the assessment of the performance of officials as reflected in the ACR(s)

1. It is, therefore, mandatory for every official to submit their ACR (S) along with covering letters while initiating their ACR and copy of forwarding letter to be endorsed to Vigilance Branch, P&AR Department. Similarly, the Reporting/Reviewing/Accepting Authorities are to endorse copy of forwarding letter.
2. On ascertaining that the officer concerned has duly initiated his/her ACR on time but the same is being delayed in transit at Reporting/Reviewing/Accepting levels, then it shall be construed that officer is not at fault. Under such circumstances the officer concerned shall be allowed to fill in the relevant portion in the prescribed ACR proforma and the same be presented to the Civil Service Board/Promotional Committee for grading.
3. This memo is in partial modification of this Department O.M. No.PER/VIG/5/3/2001 dated 22/08/01 and to be brought to the notice of all concerned.

Sd/- R.S.PANDEY
Chief Secretary to the Government of Nagaland

B.K.CHATURVEDI

D.O.NO.11059/22/2003-AIS-III 21ST June, 2005.

Dear Chief Secretary,

Department of Personnel & Training has prescribed a time schedule for furnishing the ACR forms to the members of the Service reported upon, completion of self-assessment and writing of report by the Reporting/Reviewing and Accepting Authorities vide letter.NO.11059/3/88-AIS (III) Dated the 26th May, 1988. The ACRs, however, are frequently received considerably late.

2. The Standing Committee for grievances of officers of the level of Joint Secretary and above has revived a number of representations regarding delays in the promotion/empanelment of officers primarily because their ACRs were not completed in the prescribed time schedule. Such delays also frequently deprive the reviewing the accepting authorities from recording their observations as many of them demit office by the time the ACRs are ready to be forwarded to them.

3. The need for timely completion of Annual Confidential Reports (ACRs) of members of All India Services cannot be overemphasized. In order to streamline the process of recording of the ACRs, the existing instructions have suitably been revised. I am enclosing a copy of the revised instructions with the request that these should be strictly followed at all levels to ensure the timely completion of ARCs.

Yours faithfully,

Sd/- B.K.CHATURVEDI

ANNEXURE

INSTRUCTIONS FOR COMPLETION OF ACRS OF OFFICERS

The following schedule should be strictly followed:-

Reporting Year-Financial Year

CR form to be given to the Officer reported upon	Time schedule for officer reported upon for completing Part-II.	Time schedule for Reporting Authority to complete CR	Time schedule for Reviewing Authority to complete CR	Time schedule for Accepting Authority to complete CR
By 1 st April	30 th April	31 st May	Within one month of receipt	Within one month of Receipt.

2. The completed ACR should reach the Cadre Controlling Authorities by 31st August. The Cadre Controlling authority will prepare a list of ACRs not received and follow up with Secretaries of the concerned Ministries and Chief Secretaries of the respective States.
3. Nodal officers should be appointed to ensure that the ACRs of the members of service, duly completed, are sent to the Cadre Controlling Authority within the stipulated time, i.e. 31st August every year. The State Governments are requested to designate Principal Secretary/Secretary in charge of Personnel/General Administration Department as Nodal officers. They shall send a list each of the members of Service whose ACRs are to be written/reviewed and accepted to the concerned Reporting/Reviewing/Accepting authorities by 15th April every year enable them to ensure completion of ACRs within the time-schedule. Nodal officers should also ensure that ACRs of the earlier years, which are presently, pending with the Reporting/Reviewing/Accepting Authorities, are completed and sent to the Cadre Controlling Authorities by 30th June, 2005, positively.
4. If an ACR relating to a financial year is not recorded by 31st December of the following year, no remarks shall be recorded thereafter. The member of service will be assessed based on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time.
5. The member of Service reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, the nodal officer and keep a record of the same as evidence that he had submitted the same in time.
6. The Reporting Officer shall record his comments in the ACR of the officer reported upon within the stipulated time and send it to the Reviewing officer along with a copy thereof to the Nodal officer.
7. In case the Reporting officer fails to submit the ACR to the Reviewing officer within the stipulated period under intimation to the Nodal officer, the Nodal officer shall send a copy of self-appraisal direct to the Reviewing Officer and authorize him to initiate the ACR. The Nodal Officer shall also keep a note of the failure of the Reporting officer to submit the ACR of his subordinate in time for an appropriate entry in the ACR of such Reporting Officers.
8. If the Reviewing Officer fails to submit the ACR to the next higher authority within the stipulated period under intimation to the Nodal Officer, the nodal officer shall send a copy of self-appraisal alone or the self-appraisal along with the assessment by the Reporting Officer, as the case may be, to the Accepting Authority and also keep a note of the failure of the Reviewing Officer to record his entries in time for the purpose of recording the same in the ACR of the Reviewing Officer.
9. The Nodal Officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and Accepting Authorities are recorded without fail by the 31st December of the year following the year of assessment.

(16.5)

**Government of Nagaland
Personnel & Administrative Reforms Department
(Vigilance Branch)**

NO. PER/ACR/1/77

Dated, Kohima, the 23rd Feb/2005.

OFFICE MEMORANDUM

Sub: - Annual Confidential Report on the Government servants procedures for writing of ACRs.

In partial modification of Home Department Office Memorandum No. CON-55/67 dated 23rd October 1968, the following provisions shall be substituted in Para 13 of the aforesaid Office Memorandum.

The procedure in the matter of recording the remarks and reviewing and accepting the reports is laid down below:-

1. The reports on the Staff/Assistants working in the Secretariat will be written by an officer not below the rank of an Under Secretary and reviewed and accepted by the immediate superior officer.
2. The reports on the Staff/Assistants working in the Directorate will be written by an Officer not below the rank of an Assistant Director who is in charge of the Branch/Section and reviewed and accepted by the Head of the Department.
3. The reports on the Staff/Assistants working in the District/Sub Divisional Offices will be written by an officer not, below the rank of a Head Assistants and reviewed and accepted by the Head of the Office.
4. The reports on the Superintendent/Assistant or Officers of equivalent status in the Secretariat will be written by the Officer immediately below the Administrative Head of the department and reviewed and accepted by the Administrative Head of the Department.
5. The reports on the Superintendent or Officers or equivalent rank in the Directorate will be written by the Officer immediately below the Head of the Department and reviewed and accepted by the Head of the Department.
6. The reports on the Head Assistants or Officers of equivalent rank in the District/Sub-Divisional Offices will be written by the Officers immediately below the head of the office and reviewed and accepted by the Head of Office.
7. The reports on all the officers above Superintendent of Non-IAS/Non-NCS cadres in the Secretariat will be written by the Administrative Head of the Department and reviewed and accepted by the Chief Secretary.
8. The reports on all the Officers above Superintendent in the Directorates will be written by the Head of the Department and reviewed and accepted by the Administrative Head of the Department.
9. The reports on all Officers above Head Assistant in the District/Sub-Divisional Offices will be written by the Head of the office and reviewed and accepted by the Head of the Department.
10. The reports on the EACs working in the Sub-Divisional Offices will be written by the SDO in-charge of the Sub-Division, reviewed by the Deputy Commissioners of the District and accepted by the Commissioner. In the case of EACs working directly under

- ADCs or in District Headquarters, the reports will be initiated by the ADC, reviewed by the D.C. and accepted by the Commissioner.
11. The reports on the ADCs/ADMs/SDO(C)s/Border Magistrates will be initiated by the Deputy Commissioners, reviewed by the Commissioner and accepted by the Chief Secretary.
 12. The reports on the Under Secretaries/Deputy Secretaries /Joint Secretaries /Addl. Secretaries of IAS and NCS cadres will be written by the Administrative Head of the Department, reviewed by the Chief Secretary and accepted by the Minister-in Charge of the Department. The reports on such Officers attached to Chief Secretary will be written by the Chief Secretary and reviewed and accepted by the Chief Minister.
 13. The reports on Additional Chief Secretary/Commissioner & Secretary/Secretary and other officers holding independent charge of administrative Departments will be written by the Chief Secretary, reviewed by the Minister-in-charge of the Department and accepted by the Chief Minister.
 14. The reports on the Head of the Departments will be written by the Administrative Head of the Department, reviewed by the Chief Secretary and accepted by the Minister-in-charge of the Department.
 15. The reports on the Deputy Commissioners will be written by the Commissioner, reviewed by the Chief Secretary and accepted by the Chief Minister.
 16. The reports on the Heads of the District officers will be written by the Head of the Department and reviewed and accepted by the Administrative Head of the Department.
 17. The reports on the Head of offices of Developmental Departments in the District including Sub-Divisional/Block offices will be routed through the Deputy Commissioner of the District who will further forward the report to the competent reporting officer after recording his assessment in the Column provided in the CR Form for the purpose.
 18. The reports on the Stenographers will be initiated by the Officer with whom they are attached and reviewed and accepted by the next superior officer. In the case of Stenographers attached to Ministers, the Minister concerned will be the Reporting as well as Reviewing and Accepting Authority.

Para-5.

The 3rd sentence of Para 5 is substituted by the following sentence: -

“The ACR report should be initiated by the concerned official, whose ACR are to be written by filling up the required bio-data and other particulars in the ACR form, including self assessment wherever required, and put up to the Reporting Officer. In case no ACR is written for a particular year, the concerned official will be held responsible, unless he /she can prove that he/she had submitted the duly filled up ACR form to his Reporting Officer on time.

Sd/-LALTHARA

Addl. Chief Secretary to the Govt. of Nagaland

(16.6)

Government of Nagaland
Home Department : Police Estt. Branch

No.POL-1/ESTT/23/2001

Dated, Kohima, the 16th Feb, 2006.

OFFICE MEMORANDUM

Sub:- Channel of writing ACRs in respect of IPS Officers.

The procedures and guidelines for writing and accepting of Annual Confidential Reports (ACRs) of IPS officers of Nagaland Cadre are prescribed for information and guidance of all concerned.

The channel of writing ACRs of IPS officers shall be as follows:

Sl. No	Rank	Reporting Officer	Reviewing Authority	Accepting Authority
1	Junior Time Scale	SP	DIG	IGP
2	Senior Time Scale	DIG	IGP	DGP
3	Selection Grade	DIG	IGP	DGP
4	Super Time Scale			
	(a) DIG	IGP	DGP	Chief Secretary
	(b) IGP	ADGP	Chief Secretary	Home Minister
5	Above Super Time Scale			
	(a)Addl. DGP	DGP	Chief Secretary	Home Minister
6	DGP	Chief Secretary	Home Minister	Chief Minister

- (ii) As envisaged under Rule 5(1) of the amended AIS (Confidential Rolls) Rules, 1970, a Confidential Report assessing the performance, character and conduct and qualities of a member of the service shall be written within two months of the close of the financial year or calendar year, as the case may be. In view of this stipulation, the member of the service reported upon to whom Form-I or Form-II of the CR is applicable should be filled up in Part-II of the CR form and submit it to the Reporting Officer within one month from the date of receipt by him, of the form.
- (iii) It is also envisaged that the Reporting/Reviewing Authorities may also make remarks in the nature of counsel or advice, to the officer. Rule 9, as amended in the aforesaid Rule lays down that where the Reporting/Reviewing/Accepting Authorities records an adverse remark, he shall record a note to the effect that the remark is adverse remark. Such authority shall also prepare a contemporaneous note containing the facts and circumstances and the reasons for recording the adverse remark and keep the note as an aide memories which he may use while furnishing his remarks on any representation made by the officer concerned against the adverse remark.

- (iv) Instructions/advice/counsel given by the Reporting/Reviewing/Accepting Authority in the CR shall not be taken as matters adverse to the officer reported upon. These remarks are instructive remarks designed to help the officer to improve his performance and should be treated by the Departmental Promotional Committees and Selection Committees as such.
- (v) The instructions/advice/counsel given to the officer during the period of report and his response to such instructive remarks/advice/counsel and the improvement or lack of improvement shown by him in his work, performance and conduct shall be recorded by the Reporting Authority in the column "General Assessment".

Sd/- Banuo Z. Jamir.

Principal Secretary to the Government of Nagaland.

(16.7)

**Government of Nagaland
Personnel & Administrative Reforms Department
(Vigilance Branch)**

NO. PER/VIG-1/2/2006

Dated, Kohima, the 4th Dec, 2006.

OFFICE MEMORANDUM

Sub:- Writing of ACRs.

It is a matter of concern that the system of writing ACRs is far from satisfactory as has been observed more often than not. ACRs are needlessly kept pending causing undue delay in submission. Sometimes, the reports are incomplete rendering themselves not acceptable.

In order to address this problem, it has been decided to take corrective measures by streamlining the procedure of writing ACRs. The objective behind this exercise is to stick to the time frame in the while process of writing ACRs. This is important because promotion, confirmation career progression etc are considered on the basis of the performance of the officials as reflected in their ACRs.

Henceforth, the ACR forms will be forwarded to all controlling Officers by this Department. The Controlling Officers shall ensure that the subordinate employee has duly initiated the ACR on time. The Individual Officers shall endorse a copy of the forwarding letter of the self-assessment report to his/her Reporting Officer and also to this Department, which will be taken on record that the officer has initiated. Since the performance assessment is a joint exercise, the responsibility for the delay has to be shared by the concerned authority. If the officer concerned has completed his self-assessment and submitted to the Reporting authority on time, he/she would not be penalized for promotion etc. even though this may be pending with the Reporting/Reviewing/Accepting Authorities-Such cases would be considered on the basis of the available records. In those cases where the self-assessment by the officer reported upon is required, if the officer does not submit the self-assessment to the Reporting Authority within the stipulated date, the later may initiate the ACR without self assessment after recording this fact and submit to the reviewing authority.

Similarly, the Reporting Officer shall forward the ACRs duly reported to this Department who in turn will forward to the respective Reviewing authorities. This would avoid delay at level of Reporting officers and facilitate record keeping. Likewise, the Reviewing Officers will forward to the Department of P&AR. If it comes to light that nay Reporting or Reviewing authority has willfully delay submission of ACR beyond that stipulated date, despite receiving it on time, the fact of this negligence shall be adversely recorded in the ACR of the concerned Reporting/Reviewing Authority

As per the existing system, the State Government Officers and the All India Service Officers are guided by different rules with regard to the writing of ACRs. The former follows the calendar year while the later follows financial year. The time schedule for each category of Officers for writing ACRs is given in the annexure enclosed for strict compliance.

Sd/- C.J.PONRAJ, IAS.

Principal Secretary to the Govt. of Nagaland.

TIME SCHEDULE FOR WRITING OF ACRs

Where Report is for Financial Year (April-March)	C.R. form to be given to the officer reported upon	Time Schedule for officer reported upon for completing Part-II	Time Schedule Authority to for Reporting complete ACR	Time Schedule for reviewing Authority to complete ACR	Time Schedule for Accepting Authority of complete ACR
	By 1 st April	30 th April	31 st May	Within one month of receipt	Within one month of receipt
Where report is for calendar year (January-December)	By 2 nd January	31 st January	28 th February	Within one month of receipt	Within one month of receipt

(16.8)

**Government of Nagaland
Personnel & Administrative Reforms Department
(Vigilance Branch)**

NO. PER/VIG-5/2/2003

Dated, Kohima, the 22nd June, 2009

OFFICE MEMORANDUM

Sub:- Guidelines for writing ACRs of Close Relatives.

It has been observed that ACR of a subordinate employee who happens to be a close relative of the Reporting Officer is being written without properly following the laid down guideline/procedure on writing of ACR. The practice of writing ACRs of close relatives could thus be prejudiced and arbitrary. The matter has been reviewed by the Government and it has been decided in such a situation, the employee who is his/her relative and instead, the Reviewing Authority should take the role of the Reporting Officer. If a similar relationship exists between the Reviewing Officer on the one hand and the officer reported upon on the other, the same would apply in respect of the Reporting Officer and the role of the Reviewing Officer would be transferred to the authority next higher up.

The instructions contained in this Office Memorandum should be brought to the notice of all concerned for strict compliance and the receipt therefore acknowledged.

Sd/- TEMJEN TOY

Commr & Secretary to the Govt. of Nagaland

(16.9)

**Government of Nagaland
Personnel and Administrative Reforms Department
(Vigilance Branch)**

NO.PER/VIG-5/1/97

Dated: Kohima, the 19th December, 2009

OFFICE MEMORANDUM

Sub: - Instruction for writing of ACR.

It has been observed that the present practice of writing ACRs of State employees on the basis of calendar year is somewhat not practicable considering the fact that performance of Government servants can be better assessed on the basis of their performance during the financial year, as Government schemes and projects are mostly implemented financial year wise. Further, transfer & posting is mostly done right after the Financial Year and during the transitional period many of the dislocated officers are unable to initiate their ACRs on time and even if initiated, are often misplaced while in transit. Further, implementation of writing of ACRs on the basis of financial year is particularly necessary for NCS officers at the time of induction into IAS, etc.

Therefore, considering the utility/practicability of writing ACR on the basis of Financial Year, it is hereby notified to all concerned that henceforth ACRs of all state employees will be written on the basis of financial year and not calendar year.

For the transition period, the ACR for the calendar year 2009 should be written in January, 2010 as usual in the old format. Then a part ACR for the period January, 2010 to March, 2010 will be written again for all State employees in the new ACR format which will be circulated shortly. From next financial year, i.e. 2010 to 2011 all ACRs will be written financial year wise.

The instruction contained in this OM should be brought to the notice of all concerned for strict compliance and implementation with effect from the year 2010.

Sd/- TEMJEN TOY

Commissioner & Secretary to the Government of Nagaland

(16.10)

Government of Nagaland
Personnel and Administrative Reforms Department
(Vigilance Branch)

No. PER/VIG-5/3/01

Dated, Kohima the 18th June, 2010.

OFFICE MEMORANDUM

Sub:- Procedures for writing of Annual Performance Assessment Report of State Government Servants.

In supercession of this Department's Office Memorandum No. PER/ACR/1/77 dated 23-02-2005, the following procedures in the matter of writing the **Annual Performance Assessment Report (APAR)**, are hereby notified for information and compliance.

SECRETARIAT LEVEL

1. The reports on the staff/Assistants working in the Secretariat will be written by an Officer not below the rank of an Under Secretary, reviewed by the immediate superior Officer and accepted by the Administrative Head of the Department.
2. The reports on the Junior Section Officer/Section Officer or Officers of equivalent status working in the Secretariat will be written by an Officer not below the rank of an Under Secretary, reviewed by the immediate Superior Officer and accepted by the Administrative Head of the Department.
3. The reports on all the Officers above the Section Officer of Non-IAS/Non-SCS working in the secretariat will be written by Administrative Head of Department, reviewed by the Chief Secretary and accepted by the Minister-in-charge of the Department.
4. The reports on the Under Secretaries/Deputy Secretaries/Joint Secretaries/Additional Secretaries of IAS & NCS Cadres and other Officers of equivalent status will be written by Administrative Head of Department, reviewed by the Chief Secretary and accepted by the Minister-in-Charge of the Department. The reports on such Officers attached to the Chief Secretary will be written by the Chief Secretary, reviewed and accepted by the Chief Minister.
5. The reports on the Secretaries/Commissioner & Secretaries/Principal Secretaries/Additional Chief Secretaries will be written by the Chief Secretary, reviewed by the Minister-in-charge of the Department and accepted by the Chief Minister.

DIRECTORATE LEVEL

1. The reports on the staffs/Assistants working in the Directorate will be written by an Officer not below the rank of Registrar or Deputy Director, reviewed by the immediate Superior Officer and accepted by the Head of the Department.
2. The reports on the Superintendent or Officer of equivalent status working in the Directorate will be written by an Officer not below the rank of Registrar or Deputy Director, reviewed by the immediate Superior Officer and accepted by the Head of the Department.
3. The reports on all the Officers above Superintendent working in the Directorate will be written by the Head of the Department, reviewed by the Officer immediately below the Administrative Head and accepted by the Administrative Head of the Department.

4. The reports on the Head of the Department will be written by the Administrative Head of the Departments, reviewed by the Chief Secretary and accepted by the Minister-in-Charge of the Department.

DISTRICT ADMINISTRATION

1. The reports on the EACs working in the Sub-Divisional Offices will be written by the SDO(C) in charge, reviewed by the Deputy Commissioner and accepted by the Commissioner. In cases of EACs working directly under ADCs or in the District Headquarters, the reports will be written by the ADC, reviewed by the Deputy Commissioner and accepted by the Commissioner.
2. The reports on the ADCs/SDOs(C)/Border Magistrate will be written by the Deputy Commissioner, reviewed by the Commissioner and accepted by the Chief Secretary.
3. The reports on the Deputy Commissioner will be written by the Commissioner, reviewed by the Chief Secretary and accepted by the Chief Minister.
4. The reports on the Superintendents working in DCs Offices will be written by SDO/ADC, reviewed by the Deputy Commissioner and accepted by the Commissioner.
5. The reports on the Assistants/Staffs will be written by an Officer not below the rank of EAC, reviewed by the Officer immediately below the Head of the Office and accepted by the Head of the Office.

DISTRICT LEVEL

1. The reports on the Assistants/Staffs working in the District/Sub-Divisional Offices will be written by an Officer not below the rank of Head Assistant, reviewed by the immediate superior officer and accepted by the Head of the Department.
2. The reports on the Head Assistants/Head Assistant (Sr) will be written by the Head of Office, reviewed by the Head of the Department and accepted by the Administrative Head of the Department.
3. The reports on the Heads of the District Offices will be written by the Head of the Department, reviewed by an Officer immediately below the Administrative Head (not below the rank of the Head of the Department) and accepted by the Administrative Head of the Department. In the absence of the Reviewing Authority, the Administrative Head will review as well as accept the APAR.
4. The reports on the Heads of Office of the Redevelopment Departments in the District including Sub-Divisional/Block Offices will be routed through the Deputy Commissioner of the District who will further forward the APAR to the competent Reporting Officer after recording his assessment in the column provided in the APAR for the purpose.

OTHERS

1. The reports on the Stenographers attached to various Officers below Administrative Head will be written by the Officer with whom they are attached, reviewed and accepted by the next superior Officer. In the case of Stenographers attached to Ministers/Parliamentary Secretaries/Chief Secretary/Administrative Heads, the Minister concerned and Officers concerned will be the reporting, reviewing as well as the accepting authority.
2. In the event the officer reported upon has not worked under the reviewing authority for at least 3(three) months, or the reviewing authority has relinquished office, or in the absence of the reviewing authority, the accepting authority shall also act as the reviewing authority.

3. The Officer should abstain from writing the APAR of the Employee who is his close relatives. In case the Reporting Authority is related to the Officer reported upon then the reviewing Authority shall report as well as review the APAR. If the relationship exists between the Reviewing Officer and the Officer reported upon same would be apply in respect of the reviewing Officer and the role of Reviewing Officer would be transferred to the next higher authority. This re-iterate this Department's Office's Memorandum No.PER/VIG-5/2/2003 dated 22.6.2009

Sd/- TEMJEN TOY

Commissioner & Secretary to the Govt. of Nagaland.

**Refer chapter 16.5*

(16.11)

**Government of Nagaland
Personnel and Administrative Reforms Department
(Vigilance Branch)**

NO.PER/VIG-5/3/01

Dated: Kohima, the 30th March, 2012

OFFICE MEMORANDUM

Sub:- Channel of submission of Annual Performance Assessment Report in respect of Officers at the Secretariat level.

In partial modification to paragraphs 3 and 4 under 'Secretariat Level' of this Department's Office Memorandum of even number dated 18-06-2010, the channel of submission of APAR for the officers above the Section Officer level of Non IAS/Non-NCS cadre working in the Secretariat, shall be as follows:

- (i) The APAR for the officers above Section Officers of Non-IAS/Non-NCS working in the Secretariat will be reported upon by the immediate superior officer, reviewed by the next superior officer, and accepted by the next superior in the hierarchical structure of the Department. For example, in a Department with officers at the level of Under Secretary, Deputy Secretary, Joint Secretary, and Secretary the channel of submission for the under Secretary (Reported Officer) may be Deputy Secretary (Reporting Officer) — Joint Secretary (Reviewing Officer) Secretary (Accepting Officer) or Joint Secretary (Reporting Officer) Secretary (Reviewing Officer) Chief Secretary (Accepting Officer). Similarly for other officers at the Deputy Secretary/Joint Secretary level.
- (ii) The channel of submission of APAR of all officers within the Department may be laid down in accordance with above principles by the Administrative Head of Department keeping in mind the administrative structure of the Department and should be intimated to the officer concerned at the beginning of the reporting year,
- (iii) The above may be brought to the notice of all concerned for strict compliance.

Sd/-AMARDEEP S BHATIA

Commissioner & Secretary to the Govt. of Nagaland