

**No.FCI HQ-EP014/1/2022-EP
FOOD CORPORATION OF INDIA
16-20,Barakhamba Lane, New Delhi**

21 November,2022

(Circular No.EP- 02-2022-32)

Subject: Modification in the current system of Annual Performance Assessment Report(APAR) i.r.t of Cat. I & II officers.

1. Reference is invited to Circular No.02-2010-05 dated 16.03.2010 and Circular No.EP-04-2015-22 dated 29.12.2015 issued in connection with maintenance and preparation of Annual performance Assessment Reports, communication of all entries for fairness and transparency in public administration time line for filing APAR etc.
2. The existing cadre based Annual Performance Appraisal Report(APAR) proformas for Manager, Assistant General Manager, and single proforma for Deputy General Manager and above was introduced to judge the efficiency and to find initiative taken by the officer in an objective manner. From the year 2019 FCI has shifted over to online submission of APAR in SPARROW application. It is however observed that there have been cases, where the purpose of raising APAR of the officer on cadre based proforma is not fully materialised in those cases where officers are posted/working out of their allotted cadre work. It was thus found necessary that cadre based APAR proformas should be minimised.
3. Further, it is also felt necessary to bring in more objectivity to the reporting, reviewing and accepting of APARs of Cat.I and II Officers in SPARROW duly linking to various objective parameters to have realistic assessment of the performance of the officer in changed scenario of working requirements. Since most of the operational parameter of FCI are assessed/ reviewed financial year wise, it is observed to be appropriate that assessment of performance of officer in APAR shall correlate to those parameter and periodicity to bring in clear and comprehensive assessment.
4. Matter has thus been examined in detail and **it has been decided that assessment period of APAR shall be financial year wise i.e. from April to March of the concerned year.** Revised proforma of APAR for Cat. I &II has been derived and is enclosed as **Annexure I**. There will be numerical grading and these overall grading will be used as Benchmark for promotion during the course of DPC as follows:-

Numerical Grading Range	Equivalent Grading
Numerical Grading > 8 & upto 10	Outstanding
Numerical Grading > 6 & upto 8	Very good
Numerical Grading > 4 & upto 6	Good
Numerical Grading > 2 & upto 4	Fair
Numerical Grading ≤ 2	Poor

5. New timeline for filing of APAR from FY 2022-2023 onwards shall be as under:-

S. No.	Action	Due Dates
1	APAR Generation	15 th April
2.	Submission of self-appraisal by Officer reported upon	15 th May
3.	Appraisal by Reporting Officer and submission of Report to Reviewing Officer	31 st May

4.	Appraisal by Reviewing Officer and submission of Report to Accepting/Countersigning Officer	15 th June
5.	Recording of remarks by the Accepting/ Countersigning officer & transmission of APAR to the custodian	30 th June
6.	Disclosure of APAR to Officer reported upon	7 th July
7.	Representation , if any, from Officers reported upon	22 nd July
8.	Comments by Reporting Officer on the representation submitted by Officer reported upon	2 nd August
9.	Comments by Reviewing Officer on the representation submitted by Officer reported upon	12 th August
10.	Comments by Accepting Officer on the representation submitted by Officer reported upon	22 nd August
11.	Finalization of Representation vis-à-vis comments by Competent Authority (Stage II) on the representation submitted by Officer reported upon	22 nd September
12.	Disclosure/decision of Competent Authority to the Officer reported upon and closure of APAR	30 th September

Further, it has also been decided that the APAR for the period from 01.01.2022 to 31.03.2022 shall also be submitted in the new format for which time line has been enclosed as Annexure II.

//This issue with the approval of C&MD//

(Ashwani Kumar Gupta)
Chief General Manager (EP)

Distribution:

As per standard mailing list.

ANNEXURE- II

S. No.	Action	Due Dates
1.	APAR Generation	25 th Nov'22
2.	Submission of self-appraisal by Officer reported upon	15 th Dec'22
3.	Appraisal by Reporting Officer and submission of Report to Reviewing Officer	31 st Dec'22
4.	Appraisal by Reviewing Officer and submission of Report to Accepting/Countersigning Officer	15 th Jan'23
5.	Recording of remarks by the Accepting/ Countersigning officer & transmission of APAR to the custodian	30 th Jan'23
6.	Disclosure of APAR to Officer reported upon	31 st Jan' 23
7.	Representation , if any, from Officers reported upon	15 th Feb'23
8.	Comments by Reporting Officer on the representation submitted by Officer reported upon	25 th Feb' 23
9.	Comments by Reviewing Officer on the representation submitted by Officer reported upon	5 th March' 23
10.	Comments by Accepting Officer on the representation submitted by Officer reported upon	15 th March' 23
11.	Finalization of Representation vis-à-vis comments by Competent Authority (Stage II) on the representation submitted by Officer reported upon	25 th March'23
12.	Disclosure/decision of Competent Authority to the Officer reported upon and closure of APAR	31 st March' 23