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Department of Posts

O/o the Chief Postmaster General, Tamilnadu Circle, Chennai 600 002.

To

1. The Postmaster General, Central Region, Tiruchirappalli 620 001
2. The Postmaster General, Chennai City Region, Chennai 600 002
3. The Postmaster General, Southern Region, Madurai 625 002
4. The Postmaster General, Western Region, Coimbatore 641 002
5. The Postmaster General (Mails & BD), Circle Office, Chennai 600002
6. The GM(PA & F), Chennai 600 008.
7. The Director, Postal Training Centre, Madurai 625022.
8. The Director, Foreign Post, Chennai 600 001
9. The Manager, MMS, Chennai 600 006.
10. The SSRM, Airmail Sorting Division, Chennai 600 027
11. The SRM, RMS M Division, Chennai 600 008
12. The SRM, Chennai Sorting Division, Chennai 600 008
13. The EE, Postal Civil Division, Chennai 600 008
14. The SP, CSD, Chennai 600 004

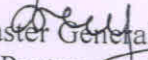
No. STC/23-2/2019 dated at Chennai 600 002 the 23.01.2019

Sub : Maintenance of APAR for erstwhile Group 'D' now MTS Group 'C' cadre employees - reg.

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A copy of Directorate letter No. 02-03/2018-SPB I dated 15.01.2019 is enclosed herewith regarding maintenance of APAR for erstwhile Group 'D' now MTS Group 'C' cadre employees.

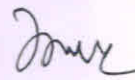
Hence, it is requested to furnish inputs for making changes (addition/deletion) in the enclosed draft APAR format by 28.01.2019.

DA: as above (Through email).

  
Asst. Postmaster General (Staff)  
for Chief Postmaster General  
T.N. Circle, Chennai - 600 002  
☎ 044-28520390  
email : staff.tn@indiapost.gov.in

Copy to :

1. The AD (Admn), Circle Office, Chennai 600002. A copy of Directorate letter No. 02-03/2018-SPB I dated 15.01.2019 is enclosed herewith regarding maintenance of APAR for erstwhile Group D now MTS Group C cadre employees is enclosed for furnishing his inputs for making changes (addition/deletion) in the enclosed draft APAR format.

  
APMG (Staff)

R.D.  
RD-b

16 JAN 2019

तमिलनाडु परिमंडल / Tamil Nadu Circle  
चेन्नई / Chennai-600 002.

F. No. 02-03/2018-SPB-I  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

15<sup>th</sup> January, 2019

To,

The CPMG, All Postal Circles

**Subject:-Maintenance of APAR for erstwhile Group 'D' now MTS Group 'C' cadre employees.**

Sir/Madam,

Annual Performance Assessment Report (APAR) is maintained in respect of Group A, B and C posts. Consequent upon the recommendations of 6<sup>th</sup> CPC, all Group "D" posts in the Government were upgraded to Group "C" (DoP&T OM No. AB-14017/6/2009-Estt (RR) dated 30.04.2010).

2. In the light of the above, all Circles are required to prepare and maintain APAR of Multi Tasking Staff. Accordingly, Circles may furnish their inputs for making changes (addition/deletion) in the enclosed draft APAR format by 31.01.2019.

Encl: As above

Yours faithfully,



(Satya Narayana Dash)  
Director (SPN)

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Annexure-I

**Guidelines regarding filling up of APAR with numerical grading**

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 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.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

**Assessment of work output (weightage to this Section would be 40%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

**Assessment of personal attributes (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on personal attributes			

**Assessment of functional competency (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial Reviewing Authority of
i) Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.  ii) Strategic planning ability  iii) Decision making ability  iv) Coordination ability  v) Ability to motivate and develop subordinates  Overall Grading on functional competency			

Annexure-III

**Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer reported upon where there is accepting authority	01 <sup>st</sup> September  15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR	21 <sup>st</sup> September