



Government of India
Ministry of Communications & IT
National Institute of Communication Finance
Ghitorni, New Delhi-110047

No: 1-1/DG/ 'A' Circular /2014-NICF

Dated: 04 .04.2014

To,

All IP&TAFS Group – 'A' Officers in DOT/DOP/ On Deputation

Sub: Workshop on "Annual Performance Appraisal Report (APAR)".

A workshop on "Annual Performance Appraisal Report (APAR)" is scheduled to be conducted as per the particulars given below:

Course No. : 24041415

Duration : 1 day

Period : 25/04/2014 (10.00 AM to 5.00 PM)

**Venue : Conference hall.13th Floor
Sanchar Bhawan, New Delhi**

Description:

The performance appraisal report assessing the performance, character, conduct and qualities of every member of service is to be written for each financial year. The Ministry of Personal and Training has issued some guidelines about changes in the method of evaluation of the performance of the civil servants working under the government. The nomenclature of the erstwhile Annual confidential Report (ACR) has been modified as Annual Performance Appraisal Report (APAR). The format is also revised. It provides for numerical assessment of the officers on a 1-10 scale. The goal is to make performance appraisal a tool for career planning and training, rather than "mere judgmental exercise".

Learning Objectives:

After attending this workshop the participants would be able to:-

1. Understand the concept of Performance Appraisal & performance Appraisal Report
2. Define performance Appraisal, Set Annual performance, develop targets and design mechanisms to enable the system to achieve the target.
3. Write ,Report,and Review as per DOT guidelines.
4. Maintain APAR dossiers and communicate the APAR/adverse remarks in all cases.
5. Adhere to time schedule of writing, reviewing and communicating of APAR.
6. Dispose off representation about entries in APAR.
7. Appreciate the areas of concern in performance appraisal.

Target Population:

All IP&TAFS Group – 'A' Officers in DOT/DOP/ On Deputation

Last date of receipt of nominations : 15/04/2014
Course Director : Shri. Kashi Nath Jha
Contact phone numbers : 011-26502457 (O)
Contact email id : nicf.gov@gmail.com
Course coordinator : Sh. S.C.Kapoor
09868135512(M)

1. Head of CCA Circles/Postal Accounts Office concerned may kindly nominate suitable officers.
2. The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled course if any.
3. The officers nominated against the circular may be allowed to book their journey tickets.
4. Officers may be requested to bring their copy of relieving order.
5. All related correspondence may be sent to the course coordinator at the following address.

Shri S. C. Kapoor, AO
O/o DG, NICF,
Mehrauli- Gurgaon Road, Ghitorni
New Delhi-110047


(Kashi Nath Jha)
Director
011-26502457

Copy to:

- PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG (FEB).DoT/DDG (PAF) DoP.
- Director (Trg. Fin.), DoT HQ, New Delhi.
- All IP&TAFS Group A officers in Sanchar Bhawan New Delhi.
- All IP&TAFS Group A officers in Dak Bhawan New Delhi.
- All IP&TAFS officers on deputation.