



**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: 21 .05.2014

To,

DDG (PAF), DoP (HQ)/DDG (FEB), DoT (HQ)  
All Heads of CCA Circles  
All Heads of Postal Account Offices

**Sub: Workshop on "Annual Performance Appraisal Report (APAR)" for Group-B Officers (Sr. AO/AO)**

A workshop on "Annual Performance Appraisal Report (APAR)" for Group 'B' Officers (Sr. AO/AO) is scheduled to be conducted as per the particulars given below:

**Course No. : 25061415**

**Duration : 1 day**

**Period : 06/06/2014 (10.00 AM to 6.00 PM)**

**Venue : INGAF, Block IV, Old JNU Campus, 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 Department 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 DoPT/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 – 'B' Officers (Sr. AO/AO) in DOT/DOP.

Last date of receipt of nominations : 29/05/2014  
Course Director : Shri. Kashi Nath Jha  
Contact phone numbers : 011-26502457 (O)  
Contact email id : [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)  
Course coordinator : Sh. S.C. Kapoor  
09868135512 (M)  
Co-course Coordinator : Sh. Chander Prakash  
09013130818 (M)  
Contact phone numbers : 011-26502459 (O) 011-26501881 (Fax)

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.