



DOIT, IT Hub, Alibon  
Panaji  
Inward No. 125-234  
Date: 09/02/18

**Department of Personnel**  
**Government of Goa**  
Secretariat, Porvorim - Goa 403 521

**No. 23/5/86-PER/434**

**Dated:- 29/01/2018**

**TIME BOUND**

**C I R C U L A R**

**Sub:- Timely completion of Annual Performance Assessment Report (APAR) for the period 2017-18.**

Attention is invited to this Department's circulars issued on various occasions in the past, prescribing the time schedule for compliance of the Reporting/Reviewing/Countersigning authorities for writing of the Annual Performance Assessment Reports of the Government Employees under their control.

2. In spite of these instructions, it has been observed that the time schedule for writing of Annual Performance Assessment Reports mentioned in the circulars is not being maintained scrupulously resulting into avoidable delays in Promotion/Confirmation of the Officers/Officials and eventually adversely affecting the functioning of the Departments. The Performance Assessment Reports being the basic inputs to assess the suitability of the employees for promotion to the next higher grade in addition to qualifying services prescribed in the Service/Recruitment Rules, it is very essential that the process of completion of Annual Performance Assessment Reports is undertaken in the right earnest at every level i.e. from reporting to the countersigning levels.

3. It is, therefore, reiterated that all Heads of Departments/Offices should ensure that the time schedule prescribed in the Circular No 6/2/92-Per dated 27/11/2013 is strictly adhered to by themselves and also to direct their subordinate officers who happen to be the Reporting/ Reviewing/Countersigning Authorities to strictly observe the time schedule as per the above referred Circular.

4. Failure to comply with the above instructions and the time schedule shall render the defaulting official/officer liable for strict disciplinary action.

5. The reporting/reviewing officers who fail to submit their assessment on APARs, within the stipulated time will be liable to face appropriate action and a mention about the failure of timely reporting/ reviewing of the APARs by the Officers concerned will be placed on record by the Department of Personnel.

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6. All the Heads of Departments/Ex-Officio Joint/Addl. Secretaries to the Government & Secretaries to Government are, therefore, requested to monitor timely progress of completion of the Annual Performance Assessment Reports of their respective Departments as per time schedule framed herein above and send a report to the Addl. Secretary (Personnel) who monitors the progress of overall implementation of these instructions.

  
**(Dharmendra Sharma), IAS**  
**Chief Secretary**

To,

1. All the Secretaries to Government
2. All Heads of Departments/Offices
3. All Departments in Secretariat, Porvorim.
4. The Secretary, Goa Public Service Commission, Panaji-Goa.
5. OSD to Chief Minister.
6. Chairman, Goa Public Service Commission.