

Government of India
Ministry of Communications
Department of Telecommunications
APAR Section, Ground Floor
Sanchar Bhawan, New Delhi-110001

Frequently Asked Questions on APAR

S. No.	Question	Answer
1.	How many APARs will to be generated, during an APAR year, if an officer has multiple reporting officers and a single reviewing officer?	A new APAR has to be generated as and when the reporting authority changes during the reporting year. The Reviewing officer must provide comments /gradings in each APAR part separately.
2.	If the period of the Reporting Officer is more than 3 months while the period of the Reviewing Officer is less than 3 months, then what procedure shall to be followed?	Such cases shall be handled in by generating manual APAR for Reviewing stage. <i>The reviewing officer will not receive the e-APAR of officer reported upon in his inbox. The PAR custodian can use Auto Delegation to Custodian for manual work option by uploading a certificate/citing a remark like 'period too short to review'.</i> In case, where e-PAR is generated with electronic work flow to reviewing officer, the reviewing officer, on receipt of such e-APAR, shall (i) send a mail to PAR custodian for Force Forward of the e APAR. The PAR custodian can use force forward option by uploading a certificate/citing a remark like 'period is too short to review'. <p style="text-align: center;">or</p> <i>(ii) The reviewing officer on receipt of the e-APAR of officer reported upon, in his inbox, shall upload a certificate/citing a remark like 'period too short to review'. Doing this, reviewing officer can sign and forward the e-APAR to next level without altering the marks etc.</i>

SB
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