



No.A-20/2/2018

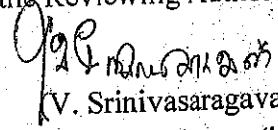
Dated: 12.4.2018

Circular

Subject: **Competent authority to dispose of representations received against remarks recorded in Annual Performance Appraisal Reports**

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1. In terms of Department of Personnel & Training vide their OM No. 21011/1/2005-Estt. (A) (Pt.II) dated 14.5.2009 Annual Performance Appraisal Report including the overall grade and assessment of integrity shall also be communicated to the officer concerned, to enable the officer concerned to make any representation against the entries and the final grading given in the report within a period of fifteen days from the date of receipt of communication of entries in the APAR. If no representation is received within the stipulated fifteen days, the APAR shall be considered as final. The competent authority may consider the representation, if necessary, in consultation with the reporting and/ or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation. The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly.
2. In terms of DoPT's O.M. 51/14/60-Ests(A) dated 31.10.1961, all representations against adverse remarks should be examined by an authority superior to the reviewing officer, in consultation, if necessary, with the reporting and the reviewing officers. The said superior authority shall be regarded as the competent authority to deal with such representations.
3. The GB in its 51st meeting held on 9.1.2018 resolved that the competent authority to dispose of representations against remarks recorded in the Annual Performance Appraisal Reports of officers of KF in whose cases Director is the Reviewing Authority shall be the Chairman, Kalakshetra Foundation.

  
V. Srinivasaragavan  
Director(i/c)

To

All units

Notice Board

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