

Annexure 1

Rules for writing/reporting/reviewing and accepting the Annual Performance Appraisal Report of officers/teachers/class III and Class IV employees of Bihar Animal Sciences University, Patna:

The Annual Performance Appraisal Report (APAR) of different class of employees of Bihar Animal Sciences University, Patna will be written/ reported/ reviewed and accepted as per the guidelines given below:

1. In case of statutory officers, the Vice-Chancellor will be reporting, reviewing and accepting officer.
2. For Assistant Professor cum Junior Scientist & Associate Professor cum Senior Scientist and other equivalent, Head of Department will be the reporting officer. The comment of DRI-cum-Dean PGS, Director Research and Director Extension Education will be taken in prescribed proforma by the controlling Dean.

The controlling Dean will be the reviewing officer and during review of APAR the concerned Dean should to keep in mind the comments of DRI-cum-Dean PGS, Director Research and Director Extension Education and forward to Vice-Chancellor. Finally, Vice-Chancellor will be the accepting officer.

For Head of Department and Professor cum Chief Scientist the Dean of the college will be reporting officer and the Vice-Chancellor will be the reviewing and accepting officer.

3. For class III and IV staff, the Head of Department/In Charge of concerned office will be the reporting officer.

For employees posted at college, the Dean of the college will be the reviewing and accepting officer.

For employees posted at University the Registrar will be the reviewing and accepting officer.

4. The report of the reporting officer will be reviewed by reviewing officer that will finally reviewed by accepting officer.
5. It shall be the responsibility of the Officer holding the position of the reporting officer that the report for the preceding year is initiated by the end of April every year.
6. The reporting officer will ensure that the APAR to be reported by him to be received by the reviewing officer latest by 15th of May.



7. The reviewing officer shall ensure that he submitted all the reports reviewed by him to the concerned accepting officer by the end of May each year along with his own remarks.
8. The accepting officer shall record his remarks on each APAR by the 30th of June and pass on the APAR to the officer/official named as the custodian of the APAR.
9. The APAR will be shown to the concerned employee.
10. The concerned employees shall have the opportunity to make any representation against the remarks within a period of fifteen days from the date of seeing of APAR. It shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make and the APAR will be treated as final.
11. The Dean of the college will be the custodian of the APAR of teaching and non-teaching employees posted at college and administration cell of the Registrar will be custodian for APAR of officers and other employees posted at University.
12. Representation of the employee concerned will be referred to the concerned reporting/reviewing/accepting officer for comments within 15 days of the receipt of such representation. The reporting/reviewing/accepting officer shall send his comments within three weeks of the issue of letter asking for the comments.
13. The competent authority for considering representations against adverse remarks, under the existing instructions, 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/her within a period of thirty days from the date of receipt of the representation. But in case the points mentioned in the representation are complicated and require detailed examination, the time limit for taking the decision can be extended by the Vice-Chancellor.
14. The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority shall be communicated to the officer reported upon within fifteen days by the concerned APAR maintenance authority.
15. In case it has been decided to expunge the remarks, the accepting authority will reassess the rest of the report and grade it fresh.

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16. Non-adherence to the time schedule mentioned above shall not render the report null and void if the Vice-Chancellor is satisfied that non-adherence to the time schedule was beyond the control of the officer/official concerned.
17. No reporting/reviewing/accepting officer shall write/review/accept the report of any employee after the date he demits his office. In place of his remarks only the fact of his demitting the office will be recorded at the appropriate place in the APAR.
18. In case the reporting/reviewing/accepting officer has expired or is not traceable or has left the service of the University and is not responsive, the Vice-Chancellor after taking into consideration the facts of each case will take a decision as to how the report in question is to be written/ reviewed/ accepted.
19. In case the APAR of any employee for any year is lost, misplaced or destroyed due to reasons beyond the control of the custodian of the report, the report shall be got reconstructed from the concerned officer(s) based on documentary evidence only. In the absence of documentary evidence, the report for the period is to be ignored. There shall be no time limit for such process of reconstruction of the Annual Assessment Reports.
20. The reporting officer will categorise the report as 'Outstanding' or 'Very Good' or 'Good' or 'Fair' or 'Poor' taking into consideration all the points mentioned in the report except teachers for which the categorise the report will be 'Outstanding' or 'Very Good' or 'Good' or 'Average' or 'Below Average'. The reviewing officer/accepting officer shall also categorise the report in a similar way. In case the categorization made by the three officers does not tally, the categorization made by the accepting officer shall be taken as the final categorization.
21. 'Fair'/'Average' report is not be considered as adverse report.
22. No reporting/reviewing/accepting officer should record his remarks in the APAR of an employee under him unless he has seen his work and conduct for at least three months.
23. The accepting officer will check up if all the reports for the year/period concerned to be accepted by him have been received. If not, he will ask the officer holding the position of the reporting officer at that time to do the needful without any delay.


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