



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

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Comp. No. 13157
A-47/ 1/ 2023 – Secretary's Section

Dated : 26.06.2023

OFFICE ORDER NO. 18 DATED 27.06.2023

Sub:- Maintenance of Annual Performance Assessment Reports Preparation of APAR for the year 2022-23

The Annual Performance Assessment Reports in respect of the following Officers will be finalized as detailed below:

1. SENIOR OFFICERS

	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
Secretary	Chairman	Secretary, MSME
Director, RDTE	Secretary	Chairman
Director (Marketing)	Secretary	Chairman
Senior Accounts Officer	Secretary	Chairman
Joint Director (Plg.)	Secretary	Chairman
Regional Officer (Zonal Director Gr. I)	Secretary	Chairman
Administrative Officer	Senior Accounts Officer	Secretary
Development Officer (EM)	Senior Accounts Officer	Secretary
Deputy Director(ID/ M)	Senior Accounts Officer	Secretary
Deputy Director (SFURTI)	Senior Accounts Officer	Secretary
Development Officer (S&T)	Senior Accounts Officer	Secretary
Marketing & Publicity Officer	Senior Accounts Officer	Secretary
Assistant Director (OL) Administration I/c	Senior Accounts Officer	Secretary
Deputy Director (Publicity & ERS)	Senior Accounts Officer	Secretary
Joint Director (Res.)	Director, RDTE I/c	Secretary
Showroom Manager Gr. I (Zonal Director Gr. II)	Senior Accounts Officer	Secretary

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2. Head Office

	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
Staff from LDC up to the rank Of Assistant/Investigator /Co-op. Inspector	Section Officer/ Research Officer	Branch Officer
Section Officer/ Research Officer of ID/ S&T	Branch Officer	Senior Accounts Officer
Section Officer/Research Officer of EM/ Marketing/ Publicity/ ERS	Branch Officer	Senior Accounts Officer
Section Officer/ Research Officer of SFURTI	Deputy Director (SFURTI)	Senior Accounts Officer
Section Officer/Research Officer of Adm.Estt./ Personnel Sn.	Assistant Director (OL) Administration I/c	Senior Accounts Officer
Section Officer/Research Officer of SR Accts/ Internal Audit	Accts. Officer(B & A)	Senior Accounts Officer
Section Officer Secretary Section	Secretary	Chairman
Other staff of Secretary's Section	Section Officer	Secretary
PS to Chairman	Chairman	Chairman
Other staff of Chairman's office	PS to Chairman	Chairman
Accounts Manager	Accounts Officer(B&A)	Senior Accounts Officer
Accounts Officer(IA)/Accounts Officer (B&A)	Senior Accounts Officer	Secretary
Sr. Auditors/ Jr. Auditors	Accounts Officer (B & A)	Senior Accounts Officer
Staff of Hindi Cell	Assistant Director (OL) Administration I/c	Senior Accounts Officer

3. CCRI

	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
All SSO/ ESO/ AM/ SO/ SA	Director, RDTE I/c	Secretary
All other staff of CCRI	SSO/ESO/AM/SO/ SA concerned	Director, RDTE

4. CICT

Joint Director (Tech)	Secretary	Chairman
SSO/ SA	Joint Director (Tech)	Secretary
All other staff	Joint Director (Tech)	Secretary

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5. NCT & DC

	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
Asst. Director i/c/ ESO	Director, RDTE I/c	Secretary
All staff of NCT & DC	ESO	Director, RDTE I/c

6. REGIONAL OFFICE/SRO/REC

	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
ESO/ SO of R O Kalavoor	Director, RDTE I/c	Secretary
Other staff of R O Kalavoor	ESO/ SO Concerned	Director, RDTE I/c
ESO/ Res. Officer at RO Pollachi	Deputy Director (Mktg)	Secretary
All other staff of RO Pollachi	ESO/ Research Officer	Deputy Director (Mktg)
ESO of RO Bhubaneswar	Deputy Director (Mktg)	Secretary
Other Staff of Regional Office Bhubaneswar	ESO	Deputy Director (Mktg)
ESO of RO Bangalore	Deputy Director (Mktg)	Secretary
Other Staff of Regional Office Bengaluru	ESO	Deputy Director (Mktg)
ESO of RO Rajahmundry	Deputy Director (Mktg)	Secretary
Other Staff of RO, Rajahmundry	ESO Concerned	Deputy Director (Mktg)
Officer i/c of SROs/REC	Concerned Regional Officer (Zonal Director Gr. 1) / RO I/c / Deputy Director (ID)	Deputy Director (Mktg)
All Other staff of SRO/REC	ESO/Officer-In-Charge	Concerned Regional Officer (Zonal Director Gr. 1) / Deputy Director (Mktg)

7. SHOWROOMS

	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
SR Manager Gr.II & III	Zonal Director Grade – I/ Zonal Director Gr. II/ Deputy Director (Mktg)	Director (Mktg)
Assistant Manager & Salesman OR staff Working in the similar capacity	Showroom Manager concerned/ Dev. Officer (M) / Showroom Manager Gr. I (Zonal Director Gr. II)	Deputy Director (Mktg)
Liaison Officer, New Delhi	Adm Officer I/c, Adm Section	Senior Accounts Officer

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8. HINDUSTAN COIR

	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
Section Officers/Accounts Manager	Director, RDTE I/c	Secretary
All other Staff	Section Officer	Director, RDTE I/c

STENOGRAPHERS :

The APARs of Stenographers will be written and finalized by Officer to whom the Stenographer is attached to. In case the Stenographer is attached to more than one Officer the APAR will be written by the senior most Officers amongst them.

Importance of Annual Performance Assessment Reports.

Merit as reflected in the Confidential Report is generally recognized as the main criterion for deciding the cases of promotion to higher grades. It is, therefore, very important that the reports are written with the greatest possible care so that the work, conduct, character and capabilities of the officers reported upon can be accurately judged from the recorded opinion. Officers recording remarks must realize the importance of these entries as their own competency will be judged from the confidential remarks they record about officers working under them. The ultimate goal of writing APAR on the performance of a Govt. servant is to optimize the achievement of Govt. policies and programmes. The main focus of the Reporting Officer should be developmental rather than judgmental.

APAR will be initiated only if the officer reported upon has served minimum 3 months under the Reporting Officer. Otherwise APAR will be initiated by the reviewing officer, which will be reviewed by next superior officer.

In spite of instructions issued from time to time, APARs are not written expeditiously with the result that complete CR dossiers are not available when employees are considered for confirmation, promotion, deputation to ex cadre posts, etc. This often results in delay in the issue of orders of promotion etc., and thereby causes hardship to the employees whose cases are due for consideration. To improve this situation and further streamline the procedure for writing the Annual Performance Appraisal Reports it has been decided that a strict time-schedule should be prescribed for various stages in the matter of writing of APARs and this time-schedule should be adhered to by all the authorities concerned.

Reporting Officer should not wait till the expiry of the time limit for self appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date. If no self-appraisal is received by the stipulated date, the Reporting Officer can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the other reported

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upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

Any failure on the part of the Officer to be Reported upon/ Reporting/Reviewing Officers to comply with the time-schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the Officer to be Reported upon/ Reporting/Reviewing Officers can issue a written warning for the delay in completing the APARs and place the warning in the APAR folder of the Officer to be Reported upon/ Reporting/Reviewing Officers concerned.

As per OM No. 21011/ 27/ 2015 -- Estt.(A-II) dtd. 11.02.2016 of Ministry of Personnel, the Integrity Column of APARs of the Officer reported upon shall be made by the Reporting Officer in one of 3 options mentioned below:

- a) Beyond doubt
- b) Since the integrity of the officer is doubtful, a secret note is attached.
- c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the Officer.

It is also note to the notice of all concerned that the Reporting Officer/ Reviewing Officer can write the report of his subordinates within a month of his retirement or demission of office.

The Reporting Officer should forward the APARs, to the concerned Reviewing Officer, after properly reporting. The Reviewing Officer should forward the completed reports should reach the undersigned by name in double sealed cover as per the time schedule prescribed by Govt. of India.

A copy of the time schedule is enclosed for strict compliance. Maintenance of APAR as per the time schedule prescribed is one of the quality procedures of "ISO 9001" obtained by Head Office.

This issues with the approval of Chairman, vide Orders dated 22.06.2023


For SECRETARY

(Issued from file No. A - 47/ 1/ 2023 – Secretary's Section)