

Dr. Rajendra Prasad Central Agricultural University Pusa, Samastipur (Bihar)- 848125

O.O.No.09/Conf./APAR/Nirdesh/08/2022/12&/RPCAU,

Pusa, Date.१३./12/2022

OFFICE ORDER

In the light of Office Memorandum No. 21011/1/2005-Estt.(A) (Pt-II), dated 14th May, 2009 of Department of Personal & Training, Government of India & D.G.,P.&T., Letter No. 27-3/79- Disc. I dated 11th September, 1981 following decisions are being taken in the regard of maintenance of APAR in the university:-

- (i) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue.
- (ii) The concerned Section of the colleges/ Institute/ Units of the University entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon as per calendar circulated by the University time to time.
- (iii) The concerned officer shall have the opportunity 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 the entries in the APARs. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output, etc.
- (iv) While communicating the entries, 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. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.
- (v) The Competent Authority for considering 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 within a period of thirty days from the date of receipt of the representation.
- (vi) The Competent Authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the Competent Authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.
- (vii) If an officer is transferred during the middle of the reporting year, he should immediately write the APARs of his subordinates in respect of the year for the period up to the date of his transfer, provided that the period is at least six months, and he reports should be submitted to the reviewing authority who will retain them in his custody and record his remarks in the reviewing portions in the last of the reports for the year, taking into account the reports for the previous portions of the year also, submitted to him by the transferred officers, at the time of their transfer.

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- (viii) If the reviewing authority is transferred not simultaneously with Reporting Officer, but after sometime, he will hand over such reports to his successor and the successor will review the reports if he happens to have three months' experience. Otherwise, the previous reviewing authority will review the reports at the end of the year.
- (ix) If, however, a reviewing authority retires while there is no change in the Reporting Officer and the subsequent reviewing authority does not have three months' experience of the work and conduct of the reportee, the reviewing portion will be left blank with a suitable note, recorded therein. This note can be recorded by the new reviewing authority who could not review the report because he did not have even three months' experience, or by the Reporting Officer himself.

This order will come in force w.e.f. the date of issue of this order.

This is issued with the approval of Competent Authority.


Deputy Registrar (Estt.)

02.12.2022

Copy to:- For information & necessary action.

1. All Deans, RPCAU, Pusa.
2. All Directors, RPCAU, Pusa.
3. Registrar, RPCAU, Pusa.
4. Comptroller, RPCAU, Pusa.
5. University Librarian, RPCAU, Pusa.
6. Associate Director Research- I & II, RPCAU, Pusa.
7. All Head of the Departments/ Institutions, RPCAU, Pusa.
8. All Controlling Officer, RPCAU, Pusa.
9. All Senior Scientist & Head, KVKs, RPCAU, Pusa.
10. All Deputy Registrar, RPCAU, Pusa.
11. Chief Medical Officer, University Hospital, RPCAU, Pusa.
12. Secretary to Vice-Chancellor, RPCAU, Pusa.
13. All Assistant Registrar, RPCAU, Pusa.
14. All Assistant Comptroller, RPCAU, Pusa.
15. All Section Officer, RPCAU, Pusa.
16. Estate Officer, RPCAU, Pusa.
17. Security Officer, RPCAU, Pusa.
18. Superintendent, Central Workshop, RPCAU, Pusa.
19. All Employees/ Officers, RPCAU, Pusa.
20. Officer-In-Charge, ARIS Cell, RPCAU, Pusa for uploading on Website & E-Notice Board of the university.