

F.No.21011/04/2019-Estt. A-II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 24 September, 2019

OFFICE MEMORANDUM

Subject: Reflection of utilization of Government e-Marketplace (GeM) in Annual Performance Assessment Report (APAR).

The undersigned is directed to say that Government e-Marketplace (GeM) portal facilitates online procurement of common use goods & services by various Government Ministries/Departments. Procurement of goods & services through GeM portal has been made mandatory by Government of India under Rule 149 of General Financial Rules, 2017, for goods and services available on GeM. GeM aims to enhance transparency, efficiency and speed in public procurement and to achieve the best value for money.

2. To ensure that this digital e-Commerce portal for procurement of goods and services is appropriately utilized by all the Ministries/Departments, it has been decided, with the approval of the competent authority, that a reflection of the work done through GeM by the Officer Reported Upon (ORU) shall be made in the APAR of Group 'A', Group 'B' and Group 'C' officers belonging to Central Civil Services (other than All India Services).

3. The ORU, who are handling procurement from GeM portal in their Ministry/Department/Organisation, while recording Self-appraisal in APAR form, against the column 'Targets/Objectives/Goals' shall specify the 'Total budget allocated for procurement by the Ministry/Department/Division/Section' (as may be applicable in the case of the ORU) and against the corresponding column 'Achievements', the ORU shall indicate (i) the 'Total procurement through GeM portal' made by him/her during the period of report, (ii) specifying the % of procurement through GeM portal, (iii) the procurements made outside GeM and the reasons therefor, and (iv) steps taken for promotion of GeM in the Ministry/Department/Division/Section.

4. The Reporting and Reviewing officers, shall, in general, while recording the numerical grading under 'Work Output', 'Personal Attributes' and 'Functional Competency' in the APARs, shall, wherever applicable, take into account the performance of the ORU for procurement of goods & services through GeM, in accordance with the extant instructions in force during the

period of report. Also, the remarks recorded by the ORU in Self-appraisal against Targets and Achievements on procurements made (as mentioned at para 3 above), may specifically be taken into account by the Reporting and Reviewing officers, while according numerical grading for items such as 'Accomplishment of planned work/work allotted as per subjects allotted' under Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Functional Competency. A reflection of the performance of the ORU with reference to procurement through GeM or otherwise may also be recorded by the Reporting Officer in the Pen Picture.

5. The above provisions would be applicable for APAR from the reporting year 2019-20 onwards. The APAR format may be modified accordingly in the manner indicated in Annexure-I. A sample format of Self-appraisal Section and Reporting Section of APAR is at Annexure-II for reference.

6. All Ministries/Departments are requested to bring the above instructions to the notice of all the offices under them for strict implementation.


(Kabindra Joshi)
Director

All Ministries/Departments of the Govt. of India
(As per standard list)

Copy to:

- 1) Secretary General/Registrar General, Supreme Court of India.
- 2) Secretary General of Lok Sabha Secretariat/Rajya Sabha Secretariat.
- 3) Secretaries in President's Secretariat / Vice-President's Secretariat/ Prime Minister's Office/ Cabinet Secretariat/ Central Vigilance Commission/UPSC/NITI Aayog.
- 4) The Comptroller and Auditor General of India, New Delhi.
- 5) Director, NIC, DoP&T for uploading on the website of this Department under Notifications/OM & Orders-Establishment-ACR.

Copy also to:

- 1) All attached offices under M/o Personnel, Public Grievances and Pensions.
- 2) Establishment Officer and Secretary, ACC.


(Kabindra Joshi)
Director

(Annexure to DoPT O.M. No.21011/04/2019-Estt. A-II dated 24 September, 2019)
(For illustration only)

Part-2 Self-Appraisal -(To be filled up by Officer Reported Upon)

Instructions for Point No.2 as under:

“Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

may be modified as:

“Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference.

Targets/Objectives/Goals	Achievements
➤	➤
➤	➤
↓ ↓ ↓	↓ ↓ ↓
➤ Procurements made through GeM portal (wherever applicable)	
(i) Total budget allocated for procurement by the Ministry/Department/Division/Section in Rupees (as may be applicable in the case of the Officer Reported Upon).	(i) Total procurement through GeM portal made by him/her during the period of report (in Rs.). (ii) % of procurement through GeM portal as against the budget indicated in the Target. (iii) Procurements made outside GeM portal and the reasons therefor. (iv) Steps taken for promotion of GeM in the Ministry/Department/ Division/Section.

Contd..

(Annexure to DoPT O.M. No. 21011/04/2019-Estt. A-II dated 24 September, 2019)
(For illustration only)

Part-3

Instructions before Numerical gradings may be modified to include the following:

“Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items ‘Accomplishment of planned work/work allotted as per subjects allotted’ under Assessment of Work Output and ‘Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly’ under Assessment of Functional Competency.”

Instructions before Pen Picture by Reporting officer may be modified to include the following:

“Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded”

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए

To be filled in by the Officer reported upon

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)

(Please read carefully the instructions before filling the entries.)

1. किए गए कार्यों का संक्षिप्त विवरण

Brief description of duties

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आपके लिए निर्धारित किए गए हों उन (परिमाण या अन्य रूप में) कार्यों की आठ-दस-मैंदें प्राथमिकता के आधार पर बनाएं और हरेक लक्ष्य की दृष्टि से अपनी उपलब्धि बताएं। (उदाहरण के लिए आपके प्रभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियां Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (ब) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

- 4 कृपया उल्लेख करें कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कलैण्डर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक
Date.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of officer reported upon.

भाग-3

Part-3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहां 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यान से पढ़ लें)

(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का 40% होगा)

(A) Assessment of work output (weightage to this /Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of part 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i). पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted.			
ii). कार्य-निष्पादन की कोटि Quality of output			
iii). विश्लेषणात्मक योग्यता Analytical ability			
iv). अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed.			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of part 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i). कार्य की अभिवृत्ति Attitude to work			
ii). जिम्मेदारी का बोध Sense of responsibility			
iii). अनुशासन का अनुरक्षण Maintenance of Discipline			
iv). संप्रेषण क्षमताएं Communication Skills			
v). नेतृत्व गुण Leadership qualities			
vi). दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii). समय सारिणी का अनुसरण करने की क्षमता capacity to adhere to time-schedule			
viii). परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix). समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)

© Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of part 5)	पुनर्विलोकन प्राधिकारी के आदेश Initial of Reviewing Authority
i). नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulation/Procedures in the area of function and ability to apply them correctly.			
ii). नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii). निर्णय लेने की क्षमता Decision making ability			
iv). समन्वय क्षमता Coordination ability			
v). अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi). पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग-4
PART-4

सामान्य
GENERAL

1.

जनता के साथ भागीदारी (जहां भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs).

2.

प्रशिक्षण
Training.

(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer.)

3. स्वास्थ्य की स्थिति
State of health

--

4. सत्य निष्ठा
Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)
(Please comment on the integrity of the Officer.)

--

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं (संदर्भ : भाग-2 का 3(अ) एवं 3(ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref.3(A) & 3(B) of Part-2) and attitude towards weaker sections.

--

6. प्रतिवेदन के भाग-3 के खण्ड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

--

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान: Place.....	नाम साफ अक्षरों में Name in Block Letters:..... पदनाम : Designation:.....
दिनांक: Date:.....	प्रतिवेदन की अवधि में: During the period of Report.....