

(To be sent be e-mail)

F.No.9/5/2009-IR
Government of India
Ministry of Finance
Department of Financial Services

Jeevan Deep, IIIrd Floor,
Parliament Street, New Delhi
Dated the March 23, 2012

To,

The CEOs of all Public Sector Banks(except SBI and its associates); and
CEO of IDBI.

Subject: **APAR Formats for Officers of Public Sector Banks**

Sir,

I am directed to say that at present, the format for Annual Performance Appraisal Report (APARs) at various levels in Public Sector Banks (PSBs) is not uniform, as Banks have devised formats with different parameters of evaluation and marking system. This leads to difficulties in making comparative assessment of officers, especially for those at the higher levels. Therefore, the need for uniformity in the APARs formats for the officers at all levels in PSBs has been felt.

2. In this context, the Government, in consultation with the Public Sector Banks, has finalised the following formats:

- i. APAR format for Scale – I to VI (Budgetary) (***Annexure-I***)
- ii. APAR format for Scale – I to VI (Non-budgetary) (***Annexure-II***)
- iii. APAR format for Scale – VII (General Managers) (***Annexure-III***)
- iv. APAR format for CMDs & EDs (***Annexure-IV***)

3. The guidelines for the operationalization of the new system of performance appraisal providing details of Authorities, In-charge offices, Timelines, Manner of grading, etc. is at ***Annexure-V***.

4. A sample list of Key Responsibility Areas (KRAs) is also being circulated for the convenience of PSBs (***Annexure-VI***). Banks may modify the KRAs as per their requirement.

5. It has been decided that the revised formats be implemented from the reporting year 2011-12 itself. A soft-copy of each of the above is enclosed / attached.

6. All Banks are, therefore, requested to take appropriate action for immediate implementation of these revised APAR formats with the approval of the Board of the Bank so that the reporting for the year 2011-12 may be done as per these formats.

Yours faithfully,

Encl: **Annexure –I to VI**

(Manish Kumar)
Under Secretary to the Government of India