

F. No A-28014/02/2020-APAR
Government of India
Ministry of Statistics and Programme Implementation
APAR Section

Sarder Patel Bhawan, Sansad Marg,
New Delh-110001, dated: 28 .07.2021

OFFICE MEMORANDUM

Subject: Procedure for filling up the integrity column of Annual Performance Assessment Reports-reg.

The undersigned is directed to convey that during the scrutiny of the APARs in respect of ISS/SSS Officers, it has been observed that in some cases Reporting Officers are not clearly reporting about the integrity of the officer Reported upon. Further, it has also been observed that in case of any doubt about the integrity of the officer reported upon, the Reporting officers are not following the instructions/guidelines as per OM No. 51/5/72-Ests/(A), dated the 20.05.1972 issued by DOPT on procedure prescribed for filling up the column relating to integrity in APARs.

2. The procedure as mentioned in Para 5.2 of OM No. 51/5/72-Ests/(A), dated the 20.05.1972 issued by DOPT for filling up the column relating to integrity is reproduced below for reference:

- i. *Supervisory Officers should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted time to time and action to verify the truth of such suspicious should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the APAR, this diary should be consulted and the material in it utilized for filling the column about integrity.*
- ii. *The column pertaining to integrity in the Character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.*
- iii. *A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken with the due expedition.*
- iv. *If, as a result of the follow up action, an officer is exonerated his integrity should be certified and an entry made in the Character Roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.*
- v. *There are occasions when a Reporting Officer cannot in fairness to himself and to the Officer Reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when an officer is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when an officer has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should*

make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity, as the case may be. This would be a factual statement to which there can be no objection. But, it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

vi. *There may be cases in which after a secret report/note has been recorded expressing suspicion about an officer's integrity, the enquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case, the officer's conduct should be watched for a further period, and in the meantime, he should, as far as practicable, be kept away from position in which there are opportunities for including in corrupt practices.*

3. It is further conveyed that the remarks against the integrity column of APARs of the officer reported upon made by the Reporting Officer shall be among one of three options as mentioned below:

- *Beyond Doubt;*
- *Since the integrity of the officer is doubtful, a secret note is attached, and ;*
- *Not watched the office's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.*

4. In view of the above facts, all the ISS/SSS officers are requested to follow the above guidelines while reporting the integrity of an officer in APARs.


(Atul Kumar Sharma)
Deputy Director (APAR)

To,

All the ISS/SSS officers through MOSPI's website.

Copy to:

1. The Director (ISS), MoSPI.
2. The Director (SSS), MoSPI.
3. Director, DSDD, MoSPI for placing on the website of the Ministry.

Copy for information to:

1. PPS to DDG (Admin), MoSPI.