

ANNEXURE-VI

CHECK LIST

1. APAR Forms are available on CPCB website as Word Document;
2. Please see Personnel details at Section-I, and discrepancy, if any, may report to through e-mail to rdp.cpcb@nic.in or ksharma.cpcb@nic.in;
3. To know cadre and Form Number, please see **Annexure-I**;
4. Acknowledgement format, please see **Annexure-II**;
5. To know level of reporting/reviewing, please see Annexure-V;
6. How to write/assess the APARs, please see instructions at **Annexure-III**;
7. All columns are required to be filled-up properly by the Officer concerned, Reporting Officer and Reviewing Officer;
8. APAR bears the signature of the officer reported upon and the signature and stamp of the Reporting/Reviewing Officers at appropriate places;
9. The numerical grading with reference to prescribed weightage should be calculated correctly;
10. In case of up-gradation/down-gradation of numerical grade by the Reviewing Officer, may append his initials against such grading;
11. If the self-appraisal is not received from any officer/official, the Reporting/Reviewing Officer may ensure in submission of APAR even without having self-appraisal as per the prescribed time-schedule (**Annexure-III & Annexure-IV**);
12. If the APAR could not be reported/reviewed, "No Report Certificate"/No Review Certificate with reasons be affixed".
13. Assessment in the APAR may be disclosed to the officer concerned and obtain their signature on it.