

# **THE GAUHATI HIGH COURT AT GUWAHATI**

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

## **NOTICE**

Dated Guwahati, the 21<sup>st</sup> Dec 2021

No. HC.V-106/2017(Pt-I)/ 843 /ESTT.## This is for information that the prescribed formats for documentation of APAR for the year 2021 will be available in the web module i.e. Employee Management System w.e.f. 23.12.2021 from 12.30. p.m.

Accordingly, all the Officers and staff are directed to follow the steps mentioned at **Annexure-A**, in order to fill up the respective APAR formats.

The officers & staff are also directed to adhere to the following instructions while filling up the APAR format;

1. All the officers shall mention their designation along with names of the Section(s) which have been looked after by them during the year 2021.
2. All the Stenographers and Court Masters are directed to mention the name of Hon'ble Judges instead of Court No. with whom they have been attached during the year 2021 and submit the filled up APAR formats to the Establishment Section.
3. All the Officers/Ministerial/Non-ministerial/ Grade-IV staff working in various sections shall submit the filled up APAR format for the year 2021 to the respective A.O.(J)s/ In-charge.
4. The Special Officer (Translation Wing)/ Librarian-cum-Research Officer /Secretary to Hon'ble the Chief Justice/ A.O.(J)s are directed to record their remarks as Reporting Officer in the APAR format of the Officers/ Grade-III ministerial, Grade-III non-ministerial and Grade-IV staff, who have worked in the respective Section/Hon'ble Chief Justice Bungalow during the year 2021, in the light of the hierarchy issued vide No. HC.V-4/2013/635/Est. dtd. 26.08.2016, No. HC.V-4/2013/869/Estt. dtd. 30.10.2017 and NO.HC.V-106/2017(Pt-I)/396B/Estt. dtd. 29.06.2021.
5. All the Joint Registrars/Deputy Registrars/Assistant Registrars are directed to record their remarks as Reporting Officer in the APARs of the Grade-III (non-ministerial)/ Grade IV staff, who are directly attached with them.
6. All the Joint Registrars/Deputy Registrars/Assistant Registrars/Special Officer (Translation Wing)/ Library-cum-research Officer/Project Manager/ System Analyst/ Programmer/Chief Translators/Secretary to Hon'ble the Chief Justice/Finance and Accounts Officer/AOJs/Court Officers/Protocol Officers/Assistant Protocol Officers/Officers & Staff attached in the Judges' Guest House/ Systems Officer/Systems Assistant are directed to fill up the self appraisal

column and submit the APAR to the Establishment Section on or before 07.01.2022.

**The Reporting Officer can record his/her remarks in the APARs, if the performance of the concerned staff has been seen by him/her at least for 3 (three) months during the year 2021.**

The Court Officer No. I is directed to record his remark as Reporting Officer in the APAR for the year 2021 in respect of the Telephone Operator/Electrical Assistant and remaining regular Grade III (Non-Ministerial) and Grade-IV staff except those, who are working in various Sections/attached with Hon'ble Judges and Officers/Guest House in the Registry. The Court Officer No. I is directed to obtain the views of concerned Hon'ble Judge/Officer before documentation of APARs in respect of the Grade-IV staff working in the Bungalows/residences of Hon'ble Judges/Officers.

All the Officers/ In-charge of the Section /A.O.(J)/ Controlling Officer are to submit the filled in APARs (i.e. after filling up the Personal Data and the column for assessment of Reporting Officer, wherever necessary) for the year 2021 in an envelope mentioning the names of the employees, to the Establishment Section before **21.01.2022, positively.**

Copies of the Notification dtd. 26.8.2016, 30.10.2017 and 29.06.2021 are attached with this Notice and may also be obtained from the Gauhati High Court website.

**If any Officer/Staff does not submit the APAR format after filling up the necessary Self Appraisal Column within the specified time, the blank APARs (i.e., unfilled Self Appraisal Column) of the concerned Officer/Staff shall be placed before the respective Reporting/Reviewing/Accepting Authority for recording remarks, as per Notification No. HC.V-4/2013/634/Estt. dtd 26.08.2016.**

In case of finding any difficulty while filling up the APAR format online, concerned Officer /Staff may contact the Establishment Section, immediately.

By order,

  
**REGISTRAR (ESTT.)**

**Memo No. HC.V-106/ 2017 (Pt-I)/ 843A /Estt.**

**Dtd. 21.12.2021**

**Copy for information and necessary action to :-**

1. The Registrar (Vigilance/ Judl./Admn.), Gauhati High Court, Guwahati.
2. The Secretary, Gauhati High Court Legal Services Authority, Guwahati.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
4. The Joint Registrar,....., Gauhati High Court, Guwahati.
5. The Deputy Registrar (.....), Gauhati High Court, Guwahati.
6. The Assistant Registrar, ....., Gauhati High Court, Guwahati.
7. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
8. The Special Officer, Translation wing, Gauhati High Court, Guwahati.

9. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
10. The Project Manager, Gauhati High Court, Guwahati with a further direction to upload this in High Court website immediately.
11. The Finance and Accounts Officer, Gauhati High Court, Guwahati.
12. The Administrative Officer (Judicial) (\_\_\_\_\_), Gauhati High Court, Guwahati.
13. The Court Officer No I and II, Gauhati High Court, Guwahati.
14. CA to the Registrar General/Registrar (Vig.)/Registrar (Admn.)/Registrar (Judl.), Gauhati High Court, Guwahati.
15. Order File.



**REGISTRAR (ESTT.)**

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