

No. No. 96/5/2019-PSU-HR (e-25570)
भारत सरकार/**Government of India**
रसायन एवं उर्वरक मंत्रालय/
Ministry of Chemicals & Fertilizers
उर्वरक विभाग/**Department of Fertilizers**

Shastri Bhawan, New Delhi-1
Date: 01-11-2024

To

Chairman & Managing Directors
All PSUs under DoF

Subject: Changes in Annual Performance Appraisal of Senior Management in Central Public Sector Enterprises (CPSEs) - Regarding.

Sir,

I am directed to forward herewith a copy of D.O. letter No. 5(1)/2018-MGMT-FTS-12957, dated 07th October, 2024 received from Secretary, Department of Public Enterprises (Ministry of Finance) on the subject cited above which is self-explanatory.

2. It is, therefore, requested to ensure that the revised guidelines for APAR are followed scrupulously under your jurisdiction.

Yours faithfully

Enclosure: As above.

Signed by

Manoj Kumar

(Manoj Kumar)

Date: 01-11-2024 16:13:43

Under Secretary to Govt. of India

[E-mail: manoj.kumar97@gov.in]

Tele#011-23381472

Copy for necessary action to:

1. General Manager (HR) in all PSUs under DoF.
2. Director (Technical), NIC, DoF with request to upload on website of DoF.

तुहिन कांत पांडे, भा.प्र.से.
वित्त सचिव एवं सचिव (डी पी ई)
Tuhin Kanta Pandey, I.A.S.
Finance Secretary & Secretary (DPE)



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NEW DELHI 2024

भारत सरकार
वित्त मंत्रालय
लोक उद्यम विभाग
Government of India
Ministry of Finance
Department of Public Enterprises

216865 सत्यमेव जयते
9/10/2024

D.O. No. 5(1)/2018-MGMT-FTS-12957

Dated: 7th October, 2024

Dear Secretary,

This pertains to the Annual Performance Appraisal of senior management in Central Public Sector Enterprises (CPSEs). The updated consolidated guidelines and procedures for APAR were outlined in the DPE OM of the same number, dated 9th October 2023.

2. Over the past year, DPE has updated the CPSE-SPARROWS online system for the onboarding of CPSE executives at the E8 and E9 levels, as well as Independent Directors, as envisaged in DPE's OM dated 9th October 2023. The APAR of executives below the E8 level will continue to remain on CPSE's internal system. However, all executives at the E5, E6, and E7 levels will also follow a similar PAR format as that of E8/E9 and Board-level executives.

3. In this background, the critical changes made as per the revised consolidated guidelines/procedure for the APAR of CPSE officers are outlined below:

- Revised Weightage:** MoU weightage for Functional Directors and executives at the E-5 to E8/E9 levels will be 50% for the assessment year 2023-24 onwards.
- Performance Indicators:** MoU signing CPSEs will create Key Performance Indicators (KPIs) for Functional Directors and executives at E5-E8/E9 levels. Assessments will be based on MoU scores (50 marks), KPI (25 marks), and Individual Attributes (25 marks).
- Non-MoU CPSEs:** These CPSEs will have assessments based on KPIs (75 marks) and Individual Attributes (25 marks).
- Assessment Authorities:** DPE guidelines outline the submission process for PARs at the E-8 and E9 level. CPSEs will assign reporting, reviewing, and accepting authorities for executives at the E-5 to E-7 levels in accordance with CPSE's internal procedures.
- SPARROW System Expansion:** DPE CPSE SPARROW online system, previously limited to CEOs, CMDs, and Functional Directors, has now been extended to include E-8 and E-9 level officers also for APARs of 2023-24 onwards.
- Independent Directors Assessment:** A module for assessing Independent Directors, based on the current applicable assessment format, has been introduced in the CPSE-SPARROW online system.

268/US(PSU)/2024
23/10/2024

Sr. EA. E/10

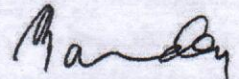
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DS(PSU)
DS(PSU)
forward
and ensure
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4. You are requested to ensure that all CPSEs under the administrative jurisdiction of your Ministry/Department comply with the revised guidelines for APARs starting from the year 2023-24 onwards.

5. The DPE SPARROW application can be accessed via the web link www.cpse-sparrow.dpe.gov.in. For any queries or clarifications, kindly contact helpdesk-sparrow-dpe@gov.in.

With regards,

Yours sincerely,



(Tuhin Kanta Pandey)

Enclosure: Schematic presentation (1 page)

To

Secretaries of all administrative and nodal Ministries / Departments.

- (iv) **Format of PAR:** - There would be a common format for Chief Executives, Functional Directors and Executives at E9 & E8 level (**Annex A / page-10**). The same format may be used by CPSEs from E-7 to E-5 level also.
- (v) **Components of PAR and their relative weights:-** The proposed weightage for achievement of MOU targets (as determined by DPE), individual targets, personal attributes and functional competencies for all the levels of management incumbents of CPSEs up-to E5 level would be as under:

A. Weightage

	Weightage			Total
	MOU score	KPIs @	Individual Attributes @	
CEO / CMD	75	-	25	100
Functional Directors / Executives up to E-5 level ##	50	25	25	100

@ MoU signing CPSE will devise Key Performance Indicator (KPI) for all Executives up to E-5 level and assessment done on that basis as well as on the overall MoU score. MoU score will carry 50 marks, KPI 25 marks and Individual Attributes will carry 25 marks.

Kindly refer para (vi) below.

Non-MoU signing CPSES will have the following distribution of marks:

Key Performance Indicator (KPI) – 75 Marks
 Individual Attributes – 25 marks

- B.** The changes proposed above would be **valid for APARs of 2023-24 onwards.**