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Gmail - Online Training Programme on "Annual Performance Appraisal (APAR)" on 11th & 12th March, 2022.

Prof. Khageswar Mishra <principalpuri2009@gmail.com>

## Online Training Programme on "Annual Performance Appraisal (APAR)" on 11th & 12th March, 2022.

1 message

Itpr <itpr@itprdelhi.com>

Wed, Feb 23, 2022 at 4:58 PM

To: ITPR Training Division <trgdivision@itprdelhi.com>

## Integrated Training & Policy Research

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Ref: ITPR/TRG-520

Dated: 3<sup>rd</sup> January, 2022

To

The HOD/ Heads of Pers/Admn/Fin/HRD  
All the Govt. Deptts, Autonomous Bodies & PSUs

Sub: Online Training Programme on "Annual Performance Appraisal (APAR)"  
on 11<sup>th</sup> & 12<sup>th</sup> March, 2022.

Sir/Madam,

"Performance management system - the process of identifying, evaluating and developing the work performance of employees to help achieve the goals and objectives of the organisation, inter-alia the employees."

Above are the little thoughts shared on Performance Appraisal. However, we need to equip ourselves with the art and details of penning not only our own Annual Performance Appraisal, but also of others working in the organisation, to achieve the twin objective of career advancement and organisational goals. This involves steps that we need to understand, hence the importance of the topic.

2. Keeping the above in view, an online training programme of 2 days duration is being organized, as per details below, with a request to nominate your concerned personnel not only from your head office but also from your regional and zonal offices.

**PROGRAMME SCHEDULE - ANNUAL PERFORMANCE APPRAISAL REPORT**

Day & Date	Session Time	Topics
<b>Day - 1</b>  Friday  11/03/22	10.00 AM - 11.15 AM  11.15 AM - 1.00 PM.   2.00 PM – 3.15 PM.  3.30 PM – 5.00 PM	Overview of the guidelines on APAR Purpose of APAR Probation, Confirmation & DPC Procedure  Revised APAR Grading for MACP – Date of Effect and Overall Grading
<b>Day - 2</b>  Saturday  12/03/22	10.00 AM - 11.15 AM  11.15 AM - 1.00 PM  2.00 PM – 3.15 PM  3.45PM – 5.00 PM	Art of Writing - Self Resume and art of translating Performance evaluation into writing Practical activities. Enhancing performance vocabulary bank deposits (sample presentation attached) How to calculate weightage in APAR  Tools for assessing performance over a period – practical activities.
<b>Break for Tea/ Coffee – 11.15 AM to 11.45 AM</b>		
<b>Lunch – 1.00 PM to 2.00 PM</b>		

**Participant Profile:** Officials from Central / State Governments, Public Sector Undertakings/ Autonomous Institutions/Universities, etc.

**Mode of Delivery:** Online through Microsoft Teams.

**Methodology:** Power Point Presentations; Group Discussions; Clarifications on problem Areas; Case Studies & Analysis.

**Programme Management:** Apart from own faculty resource, persons of eminence with vast exposure in the field will be invited to chair sessions in their areas of specialization subject to availability. Guest faculty will inter-alia be drawn from concerned departments.

**Programme Duration & Schedule:** In the 2 (Two) day programme there will be 8 sessions 4 each day. Each session will be of 75 minutes duration. The programme will be from 10 AM to 5 PM. Participants have to report at 9.45 A.M.

**Arrangement by us:** Reading Material (Soft Copy) Participation Certificate and Fee Receipt.

**Admission Procedure:** Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the programme will be communicated as soon as possible, on receipt of the **nomination form, as per specimen below.**

Nomination Form	
Name & address of the Organization nominating the participant (s)	
2. Name of the Participant.	
3. Mobile No.	
4. email ID	
5. Designation & Experience	
6. Academic Qualification	

Signature of the Nominating authority or authorized Officer

### Fee and Payment Structure

**Fee:** Rs.5, 900/- (Rupees five thousand nine hundred only) **per participant, (Including 18% GST)**

**Payment Structure** - On receipt of nomination, bank details will be shared with the participant/organisation for remittance of the requisite fees through NEFT/ECS/PFMS, etc. The payment will be made in favour of "**Integrated Training & Policy Research**". If payment **through cheque, should be drawn in favour of Integrated Training & Policy Research, payable at New Delhi.**

3. We also undertake exclusive in-house training programme on various topics/subjects, as per the needs of your Organisation and we have the requisite expertise. Enclosed as **Appendix A**, is a **list of organization where in-house training have been successfully conducted by us.**

You are welcome to call us on the numbers mentioned for any query/assistance.

Yours Truly

(A.Vijay Kumar)  
Coordinator  
Mob. 9868174685

Encl: About ITPR - Appendix 'A'.



**Appendix 'A'**

## ***Integrated Training & Policy Research (About us)***

### **Core Functions**

Integrated Training & Policy Research, (ITPR) is a Society, registered under the Societies Registration Act of 1860, as amended. ITPR's core activity is imparting training on various rules & regulations, followed in the Government of India, changes and new schemes that are brought about by the Government from time to time. These courses are designed for the middle level Officers and Staff of Government Departments, Autonomous Bodies and Public Sector Undertakings (PSUs), Central Universities and other affiliated organization under the Government of India, spread across the length and breadth of the country. We have been in this area for the last 14 years.

### **Training**

The training programmes are conducted through workshops (2 to 6 days), designed to enable the participants to update their knowledge of rules and procedures, through talks from experts and close interaction with the faculty and participants.

### **System Study**

We also do system study in regard to Personnel Management, Financial Management, Material Management & Labour laws. In addition, we also undertake contract for preparation of procedure manuals in the areas of Personnel & Financial Management, updating Recruitment Rules, based on latest guidelines of Government and Supreme Court judgements, maintenance of reservation rosters for implementation of Reservation Policy as per Government directives.

### **Faculty**

We have on our panel experienced retired Government officers to conduct various training programmes. Our faculty members are experienced in their respective field. Not only are they subject experts in various topics but also experts in the Training Technique areas, having been faculty of recognized training institutions of the Ministries/Departments of the Government of India. Besides, we invite as guest, faculty from amongst senior officers in Central Government departments concerned, as and when required. Also, undertake preparation of comprehensive replies to court cases.

### **In-House Training Courses**

We undertake in-house training programmes for various government organisations, specific to their area(s) of work and requirement, and subject(s) of special interest. In addition, we offer design/tailor made programmes. As on date, we have successfully conducted in-house training for the following organisations, as listed below, on topics especially suited to their requirement.

1. MNIT Allahabad six day training Prog. on "Establishment Rules", 2. Indian Council of Historical Research, 3. NIT Warangal, 4. Delhi JAL Board (12 day Trg. Prog. in four batches); 5. Export Inspection Council of India (Min. of Commerce & Industry), 6. Centre for Personnel Talent Management (DRDO) 7. CEC, (An Inter University Centre of UGC); 8.



NIT- Suratkal, 9. Export Inspection Agency, Delhi; HQs. 10. Christian Medical College, Ludhiana. 11. Bhakra Beas Management Board-Chandigarh; 12. Indian Instt. of Tropical Meteorology-Pune, 13. Indian Institute of Chemical Technology-Hyderabad, 14. Directorate General of Foreign Trade (Ministry of Commerce), 15. Indian Institute of Foreign Trade, 16. IIT-Kanpur, 17. National JALMA Institute for Leprosy & Other Mycobacterial Diseases (ICMR), 18. Ministry of Environment & Forests, 19. NIT-Karnataka, 20. Central Pollution Control Board, 21. HQs Goa Naval Area, 22. Coffee Board-Delhi, 23. Indian Council of Medical Research (ICMR-HQs), 24. Ministry of Textiles, 25. Coffee Board-Bangalore; 26. National Zoological Park. 27. MNIT-Jaipur, 28. Delhi Institute of Tool Engineering (Govt. of NCT of Delhi) 29. Export Inspection Agency-Delhi HQs. 30. MNIT- Allahabad, 31. National Museum (Min. of Culture), 32. Export Inspection Agency-Delhi HQs. 33. Desert Medicine Research Centre-Jodhpur, 34. Nuclear Power Corporation of (I) Ltd., 35. IIT-Delhi, 36. National Institute of Malaria Research 37. Indian Institute of Packaging- Mumbai; 38. Delhi Public Library. (Min. of Culture), 39. Madras Fertilizers on "Reservation in Services" 40. National Institute of Biologicals- Noida, 41. MNIT-Bhopal, 42. NIT-Patna, 43. National Council of Philosophical Research, 44. FCI Arawali Gypsum & Minerals India Ltd, Jodhpur, 45. National Institute of Malaria Research, 46. The Patent Office (Deptt. of Industrial Policy & Promotion) 47. Central Council for Research in Homoeopathy (AYUSH), 48. Central Power Research Institute-Bangalore, 49. Tobacco Board-Guntur, 50. Institute of Bioresources and Sustainable Devt.- Imphal, 51. Cement Corporation of (I) Ltd. 52. (DRDO-HQs). 53. RITES – Gurgaon, 54. National Academy of Highway Engineers, 55. SVNIT-Surat. 57. MGRI (Min. of MSME)-Wardha, 58. UIDAI (Planning Commission)-Bangalore, 59. BBMB-Chandigarh on "Reservation in Services as Punjab Govt." 60. BBMB-Chandigarh on "Essential Labour Laws for Line Managers"; 61. IIM-Kozhikode, 62. BBMB-Nangal Training Centre & "Talwara Training Centre; 63. NIT-Raipur, 64. Dr. H.S. Gour Viswavidyalaya; 65. BBMB (HQs)-Chandigarh 66. NHFDC-Faridabad 69. Central Power Research Institute-Bangalore; 70. AYJNHH (Min. of Social Justice and Empowerment)-Mumbai, 71. Ed.CIL-Noida, 72. BBMB-Chandigarh, 73. Central University of Himachal Pradesh, 74. IIM-Kozhikode, 75. SVP National Police Academy-Hyderabad, (Min. of Home Affairs). 76. IISER-Kolkata, 77. IUCCA-Pune 78. NIT- Delhi, 80. M S R V V Pratishthan-Ujjain, 81. SVP National Police Academy-Hyderabad (2nd Batch), 82. IISER-Bhopal, 83. National Fertilizers- Noida, 84. NIT-Raipur, 85. Central Pollution Control Board, 86. Bureau of Indian Standards-Mumbai, 87. Central University of Himachal Pradesh 88. Indian Institute of Management-Bangalore 89. Victoria Memorial Hall-Kolkata, 90. NIT-Jalandhar, 92. CIHCS-Dahung-Arunachal Pradesh, 93. SVP National Police Academy-Hyderabad (3rd Batch) 94. India Trade Promotion Organisation, 95. IIT-Roorkee, 96. Bureau of Indian Standards (6th Batch) 96. Naval Dockyard -Vishakhapatnam, 97. IIM-Bangalore, 98. NIT-Jamshedpur, 99. HLL-Trivendram. 100. CIHCS-Dahung-Arunachal Pradesh, 101. Central University Tripura, 102. MNIT-Bhopal, 103. India Tourism Development Corp. Ltd. (ITDC). 104. IIM-Ahmedabad, 105. IIT-Roorkee, 106. "AAKANKSHA" (ATVP, Min. of Defence), 106. Min. of Panchaytiraj. 107. IIM- Kashipur, 108. IIT- Patna, 108. NEEPCo, Shillong. 109. BBMB-Chandigarh, 110. BBMB- Nangal, 111. BBMB-Chandigarh, 112. National Institute of Malaria Research (ICMR)-Delhi, 113. National Power Training Institute-Neyveli-Tamil Nadu. 114. Indo-German Tool Room-Ahd. 115. C-DOT (Ministry of Communication and Information Technology) 116. IGTR-Ahmadabad. 117. ATVP (Min. of Defence), 118. IGTR-Ahmadabad, 119. KVIC- Mumbai 120. Indian Institute of Engineering Science and Technology, Shibpur, 121. IGTR-Ahmadabad, 122. IIM-KOLKATA, 123. NIT- Manipur, 124. NIT- Calicut, 125. Punjab & Sindh Bank. 126. IIM-Kolkata, 127. IGTR-Ahmadabad, 128. Central Institute of Himalayan Culture Studies- A.P. 129. MANIT- Bhopal, 130. Sher-e-Kashmir University of Agricultural Sciences and Technology of Kashmir, 131. 132. Department of Social Welfare, Govt of Andhra Pradesh, 133. Directorate of Apricot and Spices Development, Calicut 134. North Eastern Electric Power Corporation Limited, Shillong, 135. Indian

Institute of Technology, Hyderabad, 136. Indian Institute of Management, 137. North Eastern Electric Power Corporation Limited, Shillong,

**Proposal under Consideration.**

Training courses for the following organization is under active consideration:- MNIT- Jaipur, National Scheduled Castes Finance and Development Corporation, Bharatiya Reserve Bank Note Mudra (P) Limited, Salboni, IIT Agartala, NHRC, Delhi, Vishakhapatnam Port Trust,; Sarva Shiksha Abhiyan, Govt of Andhra Pradesh, Vijayawada, Orissa State Police Headquarters, Orissa; National Capital Region Transport Corporation-New Delhi, Indian Institute of Technology, Indian Institute of Management, Kolkatta; Biotechnology Industry Research Assistance Council (BIRAC), Department of Biotechnology, North Eastern Electric Power Corporation Limited, Shillong, Sainik School, Karnal, Haryana, Competition Commission of India, Delhi. Centre Institute for Himalayan Culture Studies, Arunachal Pradesh.