GOVERNMENT OF NAGALAND
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(VIGILANCE BRANCH)

:: **Dated Kohima, the 17th April, 2026.**

OFFICE MEMORANDUM

NO.PER/VIG-5/3/01:: In partial modification of this Departments' Office Memorandum No.PER/VIG-5/3/01 dated the 31st March, 2022 for Preparation and Maintenance of Annual Performance Assessment Report (APAR) for State Government Servants, the following procedures in the matter of writing the Annual Performance Assessment Report (APAR) are hereby amended and notified for information and compliance:-

1. **Section 13. Numerical grading**

   a) Clause f), "It is expected that any grading of 1 to 2 (against work output or attributes or overall grade) would be adequately justified while commenting on the overall qualities of the officer reported upon by way of specific failures and similarly, any grade of 9 to 10 should be justified with respect to specific accomplishment."

   b) Clause h), "Grades of 1-2 and 9-10 are expected to be rare occurrence and hence the need to justify them."

   c) Clause i), "A Government servant should not be graded 9 and above unless exceptional qualities and performance have been noticed. Grounds for awarding such grading should also be clearly brought out. A brief and objective comment should be made justifying the grading and indicating the area of his/her exceptional contribution/achievement (reference may be made to his/her self-assessment/work plan) for their period under consideration."

2. **Schedule-II Channel of submission of APAR**

7. Officers deputed to other departments (Accounts Officers, Executive Engineers etc)

Name of the post/designation	**Reporting Authority**	**Reviewing Authority**	**Accepting Authority**
Senior Accounts Officer/Accounts Officer	Officer not below the rank of Joint Director in the deputed/attached department	Head of the Department of the deputed/attached Department	Administrative Head of Department of the Parent Department
Executive Engineer	Officer not below the rank of Joint Director in the deputed/attached department	Head of the Department of the deputed/attached Department	Administrative Head of Department of the Parent Department
Any Gazetted officer on deputation/attachment to other Directorate/Office	Officer not below the rank of Joint Director in the deputed/attached department	Head of the Department of the deputed/attached Department	Administrative Head of Department of the Parent Department
Any Non-Gazetted staff/assistants on deputation/attachment to other Directorate/Office	Officer not below the rank of Assistant Director/Registrar in the deputed/attached department	Officer not below the rank of Deputy/Joint Director in the deputed/attached department	Head of Department of the Parent Department

Sd/-SENTIYANGER IMCHEN, IAS
Chief Secretary to the Govt. of Nagaland.

NO.PER/VIG-5/3/01 :: **Dated Kohima, the 17th April, 2026.**

Copy to:

1. The Commissioner & Secretary to the Governor of Nagaland, Lok Bhavan, Kohima.
2. The Principal Secretary to the Chief Minister of Nagaland.
3. The P.S to the Speaker/Deputy Speaker, Nagaland Legislative Assembly.
4. The P.P.S/Sr.PS/PS to all the Ministers/Advisors, Nagaland, Kohima.
5. The Joint Secretary to the Chief Secretary, Nagaland.
6. All Administrative Heads of Department, Nagaland, Kohima.
7. All Heads of Department, Nagaland.
8. The Secretary, Nagaland Public Service Commission/ Nagaland Lokayukta/Nagaland Information Commission/Nagaland Staff Selection Board.
9. All Deputy Commissioners, Nagaland with a request to bring this office memorandum to the notice of their subordinate offices.
10. Office Copy.

(LUCY MAGH)
Under Secretary to the Govt. of Nagaland