

Schedule - IV

Guidelines for nodal officer

1. The Nodal Officer shall be responsible to define in the system whether the flow of SAR will be offline/ online.
2. The task of the Nodal Officer is to specify the Reporting, Reviewing and Accepting Authorities for a relevant period of the concerned Group A officers.
3. For the posts for which the comments of Reviewing / Accepting Authorities have been dispensed with, the reporting channel shall be accordingly specified by the Nodal Officer.
4. During an Appraisal Year, if the Officer Reported Upon functions in any post for a period of less than 3 months, no Self Appraisal Report will be required to be submitted for that period. In such a case, the Nodal Officer will generate a '**Not-Required Certificate**' for that period, as per format given in **Schedule-V**, and send it to the Custodian directly with an intimation to the Officer Reported Upon.
5. In case of considerable delay in appraisal by any Reporting, Reviewing or Accepting Authority or for any other suitable reason, the Nodal Officer may, at any time, take away the Self Appraisal Report from that Authority and allot it to his successor or to his higher authority in the channel to make assessment. However, in such case the Nodal Officer shall give specific reasons for re-allotment of such SAR to any other Reporting, Reviewing or Accepting Authority.
6. If any Officer remains on compulsory waiting, suspension, leave, during a period of report, no Self Appraisal Report will be required for such period. In such case, after decision of appropriate authority, a '**Not-Required Certificate**' shall be generated by the Nodal Officer for the relevant period.
7. In case of delays in submission of SAR by the Officer Reported Upon, the SAR may be locked by the System. Locked SARs can only be unlocked by the concerned Nodal Officer.
8. During a particular posting of the Officer Reported Upon, if the post of Reporting Authority is held by more than one person, the Self Appraisal Report may be split up, if required by the Nodal Officer as per tenures of the respective Reporting Authorities.