

NR 260 GAR 3500 (16P)

Confidential**No. T6/40455/2016/PHQ**

Police Headquarters

Thiruvananthapuram

Date: 06.11.2017

Circular No.31/2017

Sub: **Revision of Annual Confidential Report Forms of Police Officers (Gazetted and Non-gazetted)** – reg.

Ref: G. O (Rt.) No. 2872/2017/Home Dated, 02.11.2017

At present the police officials (except for the IPS officers) are using the **Annual Confidential Report (ACR) System**, not the Annual Performance Appraisal Report (APAR). The present ACR forms are obsolete and many assessment areas provided are obscure, outdated or insufficient in the changed concepts of Policing (like Community Policing, Citizen Friendly Policing, Tech-savviness, Professionalized Social Policing, Training, Preparedness, Gender Sensitivity etc.). In order to cater to these needs, the Police Officers have to be assessed differently. Considering the roles of the Police Officers in the present scenario, the present ACR Forms needed a drastic revision to assess the Police Officers correctly.

02. The ACR System has been replaced in most of the states by APAR System. In this system, the officer reported upon writes his assessment about himself and then sends it to the Reporting Officer, who sends it to the Reviewing Officer and lastly Accepting Authority records his remarks. This is a 180 degree transparent system, wherein after getting the PAR assessed by the Reporting/ Reviewing/ Accepting Authorities, the same is sent to the Officer Reported Upon for noting down.

03. Considering the above facts, the Government as per the reference cited has issued an order, that **the existing ACR (Annual Confidential Reports) forms of Gazetted and Non-gazetted Police Officers [ie. from Inspectors to SPs (non IPS) & from Sr. CPOs to SIs] are changed in accordance with the new roles of Police Officers. Though the Government has not used the word APAR, yet the system approved is the APAR system only.**

04. The formats are meant for officers of civil and armed police officers.

05. Henceforth, the ACR (APAR) of Police Personnel of the above mentioned categories will be entertained and be valid only in the new format. The new formats of