



मानव संसाधन प्रभाग, प्रधान कार्यालय
प्लॉट सं. 04, सेक्टर 10, द्वारका, नई दिल्ली-110075
HUMAN RESOURCES DIVISION, HEAD OFFICE
PLOT NO. 4, SECTOR 10, DWARKA, NEW DELHI - 110075

TO ALL OFFICES

DATE: 06.05.2026

**OPENING OF APAR SUBMISSION IN UDAAN APPRAISAL TOOL FOR REVIEW
PERIOD FY 2025-26.**

Guidelines regarding the Annual Performance Appraisal Report (APAR) of Officers for review period 2025-26 were circulated vide HRDD circular no. 960 dated 09.06.2025.

The Appraisal Tool on UDAAN portal is being made live from today i.e. 06.05.2026 for the submission of annual performance appraisal for review period FY 2025-26. All Officers (including officers posted on deputation outside organization and subsidiaries/associates) are required to submit their APAR for review period FY 2025-26 exclusively through UDAAN Portal.

Pursuant to HRMS Notice dated 21.04.2026 (Completion of Annual Appraisal Process for FY 2025-26), all HO Divisions/ZOs/COs were required to ensure completion of data pendency related to Roles, Target Collation, Actual Collation and Quarterly Appraisal for offices/units under their jurisdiction by 24.04.2026 but few data points remain pending as on date. All concerned offices are directed to clear such pendency on priority and without further delay.

Vide above notice, Officers were also advised to check their monthly PMS Profiler Score and raise concerns, if any, through UDAAN Helpdesk by 24.04.2026. Processing of helpdesk tickets is currently underway, and corresponding updates shall be reflected in UDAAN in due course.

The Annual Appraisal Process shall follow the sequence: **Self-Appraisal** → **Reporting Authority** → **Reviewing Authority** → **Accepting Authority**.

The timelines to be followed at various levels are as below:

Stage	Timelines
Opening of window for submission of Self-Appraisal	06.05.2026
Completion of Self-Appraisal	Latest by 10.05.2026

**पंजाब नेशनल बैंक,
मानव संसाधन प्रभाग, प्रधान कार्यालय
PUNJAB NATIONAL BANK,
HUMAN RESOURCES DIVISION, HEAD OFFICE**

Evaluation by Reporting Authority	Latest by 15.05.2026
Evaluation by Reviewing Authority	Latest by 20.05.2026
Evaluation by Accepting Authority	Latest by 25.05.2026

It may be noted that the whole exercise shall be completed in a time-bound manner and strictly as per the timelines mentioned above.

- I. All Officers must complete and submit their Self-Appraisal within the prescribed timeline, irrespective of pending data points or unresolved helpdesk tickets. Failure to initiate or submit Self-Appraisal by 10.05.2026 will result in automatic escalation to the next authority.

- II. As, PMS Profiler Score and Managerial Dimension Score awarded by Appraising Authorities are independent of each other. Appraising Authorities must not wait for closure of helpdesk tickets or resolution of data pendency — the appraisal process must proceed strictly as per the prescribed timelines. In case appraisal is submitted by the officer but not assessed by reporting/ reviewing authority by due date, APAR shall be escalated to next level and assessment if any by the lower-level authority will be treated as NIL.

The navigation path for Annual Appraisal Process in UDAAN Portal (<https://udaan.pnb.bank.in/>) is as under:

UDAAN Portal → My Tools → UDAAN Appraisal → Annual APAR

All concerned are advised to ensure meticulous compliance of the guidelines mentioned in the appraisal policy.

**(GENERAL MANAGER)
PREETI JHA**