
1. The undersigned is directed to say that APAR of all Central Government employees including ISS, SSS, CSS and CSSS for the year 2014-15 will become due for writing shortly.

2. As per DOP&T instructions, the officer reported upon should submit his/her self appraisal to the reporting officer by 15th April. In case the officer to be reported upon does not submit his/her self appraisal within the prescribed time i.e. by 15th April, the Reporting Officer can initiate the APAR without Self-appraisal as per instructions issued by DoP&T. The Reporting Officer should submit the duly completed APAR to the Reviewing Officer by 30th June and Reviewing Officer should complete the APAR and send the same to the concerned Administration/APAR Section by 31st July.

3. The blank APAR form for the year 2014-15 may kindly be downloaded from Ministry's website www.mospi.gov.in>>Personnel Matters>>ISS>>APAR by the employee/Administrative office and after getting it filled from the concerned Administration, the same be submitted with self-appraisal to the Reporting Officer as per the time schedule given by DOP&T (copy enclosed).

4. The Administration Division of the concerned Ministries/Departments are requested to ensure that the APAR of the Officer/Officials working under their Ministry/Department complete in all respect including disclosure certificate be sent to this Ministry for maintenance/record.

5. In case there is any difficulty or clarification required, the undersigned may kindly be contacted.

(V.Talwar)
Under Secretary to the Govt. of India
Tel No.23746511
To

1. All ISS/SSS/CSS/CSSS Officers
2. All participating Ministries/Depts./Organization/Officers concerned.
3. Dy. Director General, Computer Centre to place this O.M on Ministry’s Website for information and necessary action.
4. Master Copy