

F.No.12011/1/2014-APAR (Pt)

**Government of India
Ministry of Statistics & PI**

**Sardar Patel Bhawan
Sansad Marg, New Delhi**

Dated: 30th March 2016

OFFICE MEMORANDUM

31st

Subject: - Preparation and maintenance of Annual Performance Assessment Reports (APAR) - adherence to the time schedule regarding.

The undersigned is directed to refer to this Ministry's O.M. of even number dated 29.09.2015 on the above subject and to say that the recording and maintenance of APAR concerns the career development and advancement of concerned officers, it is incumbent upon all the officers to bestow their personal care and attention in each and every and every report that comes under their consideration/responsibility so that officers/staff reported upon do not feel disappointed and let down.

2. In this regard reference is invited to DOPT's OM No. 21011/02/2009-Estt. (A) dated 16.02.2009, OM No. 12011/01/2005-Estt (A) (Pt.II) dated 14.05.2009 and OM No. 12011/01/2005-Estt (A) (Pt.II) dated 23.07.2009 regarding manner of maintenance and preparations of APARs, timeline for preparation & maintenance of APARs, communications of entries and disposal of representation etc.

3. The timelines for preparations and completion of APARs circulated vide this Ministry's OM of even number dated 29.09.2015, as per the following details are reiterated, re-circulated and emphasised upon for strict compliance.

| S.No. | Activity | Date by which to be completed |
|-------|--|--|
| 1. | Distribution of blank APAR. forms to all concerned (i.e., to officer to be reported upon) | 31 st March (This may be completed even a week earlier). |
| 2. | Submission of self-appraisal to reporting officer by officer to be reported upon. | 15 th April |
| 3. | Submission of report by reporting officer to reviewing officer. | 30 th June |
| 4. | Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided. | 31 st July |
| 5. | Appraisal by accepting authority, wherever provided | 31 st August |
| 6. | (a) Disclosure to the officer reported upon where there is no accepting authority. | 01 st September |
| | (b) Disclosure to the officer reported upon where there is accepting authority. | 15 th September |

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| 7. | Receipt of representation, if any, on APAR by the APAR cell, M/o Statistics & Programme Implementation, S.P.Bhawan, New Delhi. | 15 days from the date of receipt of Communication |
| 8. | Forwarding of representations to the competent authority. | |
| | (a) where there is no accepting authority for APAR. | 21 st September |
| | (b) where there IS accepting authority for APAR. | 06 th October |
| 9. | Disposal of representation by the competent authority | Within one month from the date of receipt of representation. |
| 10. | Communication of the decision of the competent authority on the representation by the APAR Cell. | 15 th November |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record. | 30 th November |

4. All the concerned officers, Attached and Subordinate Offices (CSO, NSSO) and all participating Ministries/Organisations are requested to strictly adhere to the instructions mentioned above.

5. This issues with the approval of Competent Authority.

D.K. Sharma
31/3/16

(D.K.Sharma)

Under secretary to the Govt. of India

To

1. All participating Ministries/Departments
2. DG, CSO, MoSPI
3. DG, NSSO, MoSPI
4. All ADG/DDG of MoSPI
5. ADG, SDRD/ADG, DPD/ADG, NSSO, FOD Hqrs.
6. All Director of MoSPI
7. Director & HOD, MoSPI, New Delhi.
8. Director (ISS)/JD(SSS)
- ✓ 9. DDG Computer Centre for placing on the website of the Ministry.
10. US(Admn.I/ US(Admn.II)/ US(Admn.III)/ US(Admn.IV)/ General/ C&A Section, MoSPI, New Delhi.
11. All SO's of MoSPI
12. Master Set 2016
13. Notice Board
14. AD(OL), MoSPI, New Delhi for Hindi Version.

Copy to:-

1. PS to MoS(S&PI), New Delhi.
2. PPS to Secretary (S&PI), New Delhi.
3. PPS to Special Secretary (S&PI), New Delhi.
4. PPS to JS, MoSPI.