

No. 12011/1/2014-APAR
Government of India
Ministry of Statistics & PI

Sardar Patel Bhawan
Sansad Marg, New Delhi

Dated 2nd September, 2015

OFFICE MEMORANDUM

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

Reference is invited to DOPT OM No. No. 21011/1/2005-Estt (A) (Pt-II) dated 23.7.2009 regarding preparation and maintenance of the APAR. The OM *inter-alia* prescribes following time schedules for preparation and completion of the APARs of the period concerned:

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
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

[Signature]
21/9/15

	(b) where there is accepting authority for APAR	6 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

2. The above time lines as prescribed in the DOPT OM shall be applicable in respect of the APARs of the officers of ISS/SSS cadre including other officers of this Ministry.

3. Accordingly all concerned officers are requested to strictly adhere to the time lines mentioned above.

(Signature)
29/9/15
(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 2015
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