

No.12011/16/2015-APAR
Government of India
Ministry of Statistics & Programme Implementation
(APAR Section)

Sardar Patel Bhawan, Sansad Marg,
New Delhi-110 001
Dated the 9th March, 2015

Office Memorandum

Subject: Annual Performance Appraisal Report (APAR) for Central Government employees for the year 2014-15.

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

Handwritten notes:
G.M.
7/14
W.S.U.A.

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