

F.No.12011/1/2014-APAR(P)
Government of India
Ministry of Statistics & PI

Sardar Patel Bhavan
Sansad Marg, New Delhi
Dated: 6th May 2016

OFFICE MEMORANDUM

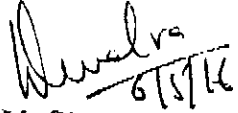
Sub: Preparation and maintenance of Annual Performance Assessment Report (APAR).

Reference is invited to this Ministry's OM of even no. dated 31.3.2016 and 19.4.2016 with regard to adherence of timelines prescribed for the writing of APARs as per the instructions of DoPT.

2. The timeline for submission of self-appraisal of APAR for the period 2015-16 by the officer reported upon to concerned Reporting Officer was till 15.4.2016.

3. As per the DoPT's OM no. 35014/4/83-Estt. (A) dated 23.9.1985 and OM no. 21011/02/2009- Estt. (A) dated 16.2.2009, if no self-appraisal is received by the stipulated date the **Reporting Officer** can **obtain** another blank APAR format and **proceed** to write the APAR on the basis of experience of the work and the conduct of officer reported upon.

4. As the timeline for submission of self-appraisal by the officer reported upon was till 15.4.2016, the concerned **Reporting Officers** are accordingly requested to **initiate** the APARs of the officers, in case no self-appraisal has been received in order to strictly adhere to the timeline prescribed vide this Ministry's OM of even no. dated 31.3.2016.


(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 Directors of MoSPI

DD GRM 12
6/5/16

7. DDG, NSSO, FOD (Hqr.) - with the request to bring these instructions to the notice of all their concerned officers.
8. Director & HOD, MoSPI, New Delhi.
9. Director (ISS)/JD(SSS), MoSPI, New Delhi
10. DDG Computer Centre for placing on the website of the Ministry.
11. US(Admn.I)/US(Admn.II)/US(Admn.III)/US(Admn.IV)/General/C&A Section, MoSPI, New Delhi.
12. All SOs of MoSPI
13. Master Set 2015
14. Notice Board
15. AD(OL), MoSPI New Delhi for Hindi Version.

Copy for information to:-

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

