

**F.No.12011/1/2014-APAR (P)**

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

**Sardar Patel Bhawan  
Sansad Marg, New Delhi  
Dated: 14 July 2016**

**OFFICE MEMORANDUM**

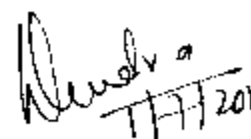
**Subject: - Preparation and maintenance of Annual Performance Assessment Report (APAR).**

Reference is invited to this Ministry's OM of even no. dated 31.03.2016, 19.04.2016 and 06.05.2016 with regards to adherence of timelines prescribed for the writing of APARs as per the instructions of DoPT.

2. The timeline for submission of APAR of the officer reported upon for the period 2015-16 by the concerned Reporting Officer to the concerned Reviewing Officer was till **30.06.2016**.

3. As per the DoPT's OM no. 35014/4/83-Estt.(A) dated 23.09.1985 and OM no. 21011/02/2009-Estt.(A) dated 16.02.2009, if APAR of the officer reported upon is not reported by the Reporting Officer by the stipulated date, then Reporting Officer will forfeit his right to enter any remarks in the APAR of officer to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer on the next working day. The Reviewing Officer can obtain the APARs from the Reporting Officer and 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 APAR by the Reporting Officer to the Reviewing Officer was till **30.06.2016**, the concerned Reviewing Officers are accordingly requested to obtain the APARs from the Reporting Officers and take further action for completion. In case APARs have not been initiated either by the officer reported upon or by the Reporting Officer concerned by the stipulated date, Reviewing Officer can initiate the APAR of the officers concerned.



**(D.K.Sharma)**

**Under Secretary to the Government of India**

**To,**

**1. The Director, NSSO(FOD)-HQ, with the request to bring these instructions to the notice of all their concerned officers.**

**2. All participating Ministries/Departments**

**3. DG, CSO, MoSPI**

**4. DG, NSSO, MoSPI**

**5. All ADG/DDG of MoSPI**

**6. ADG, SDRD/ADG, DPD/ADG, NSSO, FOD Hqrs.**

**7. All Director of MoSPI**

**8. Director & HOD, MoSPI, New Delhi.**

9. Director (ISS)/JD(SSS)
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 SO's of MoSPI
13. Master Set 2015
14. Notice Board
15. AD (OL), MoSPI, New Delhi for Hindi Version.

**Copy 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.