

TIME BOUND

F.No 15/87/2007-CS-I (CR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

2nd Floor, Loknayak Bhavan, Khan Market
Dated the 29th October 2009


OFFICE MEMORANDUM

Subject: Computerization of Annual Performance Appraisal Report (APAR)
Section of CS Division.

The undersigned is directed to say that this Department is in the process of computerization of the work relating to maintenance of APARs and subsequently develop an online system for submission and monitoring of APARs. NIC has been requested to develop a common software for all Ministries/cadre units, which shall be made available in due course of time.

As soon as the relevant software is made available, CS Division will move ahead for computerization, so that in future, data on APARs of CSS Officers shall be made available with a click of a button to the authorized users. In order to speed up such a process all cadre units may furnish to CS Division the details of nodal officers in their respective Ministries/Departments alongwith their address, phone numbers, e-mail IDs etc. who are currently responsible for keeping a watch on the progress of the completion of ACRs/APARs. The officers so identified (not below the rank of Under Secretary) shall be provided with usernames and passwords to enable them to operate the APARs software of DoP&T.

A reply is requested by 10.11.2009.


(M.C. Luther)

Deputy Secretary to the Govt. of India
Tele: 24629411

All Ministries/Departments
DS/Director (Admn./Estt.)