



IMMEDIATE



सूचना
का अधिकार

M.C. LUTHER
Director (CS.I)
TELE: 24629411

D.O.No. 22/15/2010-CS-I(CR)

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नार्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

2nd Floor, Lok Nayak Bhavan,
New Delhi-110003
Dated the 25th January, 2011

Dear Sir/ Madam,

This is regarding **Monitoring of Annual Performance Appraisal Reports (APARs) of CSS officers by Nodal officers** (<http://css.nic.in>) with reference to Joint Secretary(AT&A)'s letter of even number dated the 25th June, 2010 on the subject mentioned above vide which all nodal officers were requested to upload the status of APAR completion in r/o the CSS officers in their Ministry/Department.

2 Thereafter, a meeting with nodal officer of all Ministries/ Departments to discuss the progress regarding online monitoring of APAR of CSS officers was held on 30th Septmber, 2010. Nodal officers were again requested vide O.M. dated 2nd December and 27th December, 2010 to ensure the completion of data entry in respect of US and above level officers latest by 29.12.2010. For any software related problem, the contact No. & e-mail ID of Shri Y.V.Ramana, Scientist 'D', NIC, DOP&T have been given in the O.Ms of DOP&T.

3. Again this issue was discussed in the monthly meeting with cadre authorities on 31.12.2010. In a recent review of the on-line system of APAR monitoring system by CS Division, it has been observed that the progress of completion of APARs of CSS officers of Ministries/Depts/subcadres is far from satisfactory. Out of 99 cadre units only 44 have started feeding in the data in the software, however, that too, is not satisfactory and 55 cadre units have so far **not started even feeding the data**. In view of several meetings with the nodal officers and reminders issued, it is reiterated that all nodal officers must immediately start feeding in the APAR completion data, without any further delay.

4. I am therefore, requesting you to kindly look into the matter and take necessary action in uploading all available data/status of completion in respect of CSS officers in your Ministry/Deptt./Subcadre **latest by 10.02.2011 positively** so that a consolidated Ministry-wise report can be placed before Secy(P)/Cabinet Secy for their information. In case of non-compliance/difficulty in feeding in data, the same be intimated immediately for further remedial action.

With regards,

Yours sincerely,

M.C. Luther
(M.C. Luther)

Shri/Ms All Nodal Officers
Min/Deptt/Office
New Delhi.