

MOST IMMEDIATE

15/87/2007-CS-I(CR)
Ministry of Personnel, Public Grievances & Pensions
Government of India
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan,
New Delhi-110003
Dated the 1st December, 2010

OFFICE MEMORANDUM

Subject:- Monitoring of Annual Performance Appraisal Reports(APARs) of CSS officers by Nodal officers (<http://css.nic.in>).

The undersigned is directed to refer 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 The APAR monitoring system is linked to Executive Records software maintained by this Division. As the information in respect of CSS officers mainly SO and below are in the process of being entered by this Division, Ministries/ Departments will not be in a position to update the APAR data in respect of a few of these officers.

3 However this Division has already completely entered the data in respect of US and above level officers, there should not be any problem in entering the data in respect of these CSS officers. Accordingly, all the nodal officers are requested to ensure completion of data entry in respect of US and above level officers latest by 10.12.2010. For any difficulty in feeding data in the APAR software, the nodal officers may contact Shri Y.V.Ramana, Scientist 'D', NIC, DOPT, Ph 23092776 (email address: yvramana@nic.in)



(M.C.Luther)
Director (CS-I)
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To
Shri/Smt.
Nodal Officer
Ministry/Deptt./office

Copy for information to JS(Admn) Min/Deptt