

MOST IMMEDIATE

No. 22/12/2009-CS.I(CR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

Lok Nayak Bhawan, Khan Mkt.
New Delhi, 5th April, 2010

OFFICE MEMORANDUM

Subject:- Maintenance and preparation of Annual Performance Appraisal Report of CSS Officers.

The undersigned is directed to invite the attention of all the Ministries/Departments/Cadre Authorities of CSS, to this Department's O.M. of even number dated 3rd February, 2010 vide which the new revised APAR Format for CSS officers has been forwarded to all Ministries/ Departments/Offices. All Nodal officers in different Ministries/Departments are requested to ensure that the name of the Ministry /Deptt/Office who are forwarding the APAR of the concerned CSS officer to DOP&T is mentioned on the first page of the APAR Format.

All Ministries /Departments are requested to bring the above to the notice of all the offices/officers of CSS working under them for strict implementation/compliance. This will facilitate DPC members to identify the Deptt. where the officer worked during the reporting period and become aware of the functions performed by the officer.



(Dr. Reena Sethi)

Under Secretary to the Government of India

Tele: 24629412

All Ministries/Departments of Government of India
JS (Estt/Admn)