

No. 22/10/2013-CS-I (APAR)
Govt. of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel and Training

2nd Floor, Loknayak Bhawan, Khan Market, New Delhi-110003

the 9th June, 2014

OFFICE MEMORANDUM

Subject : APAR Monitoring System for CSS officers through web-based cadre management system and furnishing copies of ACRs/APARs for deputation.

Attention is invited to this Department's Office Memorandum of even number dated 14.2.2013, 22.4.2013, 7.5.2013 and 29.8.2013 vide which Ministries/Departments have repeatedly been requested to make use of web-based software solution hosted at cscms.nic.in for cadre management of CSS of which APAR Monitoring System is an important component. The Nodal Officers in Ministries/Departments were requested to ensure that relevant entries with regard to writing and recording of APARs invariably be done through the web-based cadre management for the year 2012-13 onwards besides uploading the scanned copies before sending the hard copies of APARs to DoP&T in respect of US and above level officers.

2. It is observed that despite repeated requests, Ministries/Departments have been sending the APARs to DoP&T without making proper entries or without uploading the scanned copies in the system on one pretext or the other. It is reiterated that APAR Management through web-based system is of vital importance and DoP&T has already arranged trainings for the Nodal officers of Ministries/Departments in this regard. For any assistance for making entries or for uploading scanned copies, the contact no. of CMC officials (011-24629890) has also been displayed in all the communications of DoP&T. Therefore, Ministries/Departments are requested to extend cooperation in the matter so as to ensure that promotions/cadre-management for CSS officers has a smooth sailing. Needless to say, in the absence of proper entries in the system, CS-I Division will have no option but to return the ACRs/APARs and for consequential delays in promotion etc., the concerned officers in the Ministry/Department will be held responsible.


(R. Venkatesari)

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To

All Ministries/Departments of CSS