

F No. 22/12/2015-CS-I (APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS -I (APAR))

3rd Floor, A Wing, Lok Nayak Bhgawan,
Khan Market, New Delhi
Dated 22nd December, 2015

OFFICE MEMORANDUM

Subject: **Timely preparation and submission of APAR of CSS officers.**

The undersigned is directed to invite attention to this Department's O.M. No 21011/02/2009-Estt.(A) and 21011/1/2005/-Estt(A) dated 16.02.2009 and 23.7.2009 respectively and to say that in spite of clear and specific instructions of this Department, the Ministries/Departments are not sending the APARs of the officers of CSS within the stipulated time frame prescribed for this purpose under the aforesaid O.Ms. Secretary, Department of Personnel & Training has taken a serious note of this. It is therefore, again requested that strict adherence to the time schedule for preparation and submission of APAR of CSS officers should be followed by all the Ministries/Departments without fail. The O.Ms mentioned above can be downloaded from this Department's website www.persmin.gov.in.

2. It has also been decided that APARs of all the employees should be invariably be got completed by **30th September**, of that year thereby enabling this Department to ensure timely promotion of the officers concerned.

Shekhar
22/12/15

(Chandra Shekhar)
Under Secretary to the Govt. of India
Telephone No.24624046.

To

All Ministries/Departments