

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 4th May, 2011

OFFICE MEMORANDUM

Subject:- Maintenance and preparation of Annual Performance Appraisal Report of CSS Officers - communication of all entries for fairness and transparency in public administration.

The undersigned is directed to invite attention of Ministries/ departments to this Division's O.M. of even No. dated 16th September, 2009 & 11th December, 2009 vide which all Ministries/ Departments were requested to ensure that necessary action as per the instructions in the O.M. of Estt(A) Section of this Deptt. dated 14th May, 2009 are completed before forwarding the APARs of CSS/CSSS officers from the reporting period 2008-09 onwards to this Department.

It has come to notice that in some cases the original APARs are being handed over to the concerned officers for representation, if any. This Department's O.M. dated 14th May, 2009 provides for communication of the full APAR to the concerned officer after the report is complete which means that a copy of the APAR is to be communicated for representation, if any. **It has not been provided that the original APAR is to be handed over to the concerned officer for representation.**

These instructions may also be brought to the notice of all subordinate/attached offices of various Ministries/Departments for strict implementation.



(Vidyadhar Jha)

Under Secretary to the Govt. of India

Tel:- 24624046

To

**All Ministries/Departments of Government of India
Nodal officers for APAR**