

F.No. 21011/16/2014-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel and Training

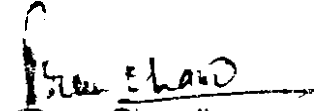
North Block, New Delhi
December 15, 2014

OFFICE MEMORANDUM

Sub : Preparation and Maintenance of Annual Performance Assessment Report (APAR)

The undersigned is directed to say that it has come to the notice of this Department that of late, while writing the APARs, the practice of affixing strips of papers typed, cut to size and pasted in the appropriate columns of the APAR are being adopted by some of the officers reported upon, reporting authorities, reviewing authorities and accepting/lending/endorsing authorities without due self-attestation. As such an act is liable to tampering and misuse, it should not be resorted to under any circumstances.

2. All Ministries/Departments are requested to bring these instructions to the notice of all officers under them for strict implementation/compliance.


(Prem Chand)

Under Secretary to the Government of India
Ph 23052112

To

All **Ministries/Departments** of Government of India

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat.
5. The Lok Sabha Secretariat.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi

Copy also to:-

- (a) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (b) Establishment Officer and Secretary, ACC (10 copies).
- (c) All officers and Sections in the Department of Personnel and Training.
- (d) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
- (e) All Staff Members of Departmental Council (JCM).
- (f) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (g) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T under head: Establishment - ACR
- (h) Hindi Section for Hindi version of the O.M.