

No. C-31011/16/2011-Vig.  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, "A" Wing, Shastri Bhawan  
Dr. Rajendra Prasad Road  
New Delhi.

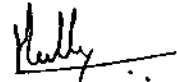
Dated the 8<sup>th</sup> March, 2011.

OFFICE MEMORANDUM

Subject: Updating of APARs - reg.

The undersigned is directed to say that on a routine check of the APAR folders, it is observed that quite a large number of APARs in respect of officers and members of the staff have still not been completed.

All officers and members of the staff are hereby requested to complete their APARs upto the period 31.3.2010. In case the self appraisal has been completed and the APAR given to the Reporting Officer, he may be requested to complete his part of the APAR and submit the same to the Reviewing Officer.



(Robert C. Tully)

Under Secretary to the Govt. of India  
Tel. No. 23073734

All Officers of the Ministry  
All Sections of the Ministry

Copy to :- →

Dy. Director (E.G. Shyam Sunder), E. Governance with request  
to upload this O.M. on the website of this Ministry.



8<sup>th</sup> March, 11