

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-110115.  
Dated the 17<sup>th</sup> March, 2011.

OFFICE MEMORANDUM

Subject:-Timely completion of APAR for the period 2010-11-Reg.

The Annual Performance Appraisal Report (APAR) is the basic management tool available to the Government to assess the performance of the Officers and staff. The APAR contains vital inputs for considering their confirmation, promotion and appointment to deputation posts. Therefore, the timely rendering of the APARs to the concerned Authorities is all the more important.

2. As per mandate, the Vigilance Section of this Ministry maintains the APAR dossiers of all the Officers of the ICLS including Group 'A' and 'B' Officers of the field offices, upto the level of S.O./P.S. of CSS/CSSS posted in the Headquarter and is instrumental in completion of APARs of the Officers of other Services as well as officers of the level of US and above of the CSS/CSSS.
3. On scrutiny of the dossiers of the Officials, which are maintained in this Ministry, it is noticed that the APAR (erstwhile ACR) for the period prior to 2008-09 or upto 2009-10 has not been received so far contravening the prescribed schedule of time in terms of extant Rules/instructions of the Government.
4. As per extant instructions, the time schedule for preparation/completion of APAR has been prescribed (copy enclosed). It may be noted that all the concerned Officials/Officers shall strictly adhere to the prescribed time schedule while initiating/recording his remarks in the APAR for the period 2010-11 and intimate the Vigilance Section immediately after completion of the relevant part of the APAR for monitoring. In case the officer reported upon fails to submit his self-appraisal within the prescribed time limit, the Reporting Officer shall obtain a blank APAR form from the Administration and record his remarks and send the report to the Reviewing Officer.
5. It may be further noted that the writing of APAR is a public trust and responsibility and any dereliction in this duty will have adverse consequences.



(K. Gurusamy)  
Deputy Secretary to the Government of India

All officials of this Ministry/ SFIO/CAT/CLB

All RDs with request to ensure the similar initiative for completion of APARs of the Group C officials under their control.

All RoCs/OLs

Deputy Director (Sh. Shyam Sunder), E-Governance with request to upload this O.M. on the web-site of this Ministry.

Copy to:-

PS to AS/JS (A)/JS(R)/JS(S)/DII(DR)/DII(ES)/EA

Copy also to:-

PS to Hon'ble CAM/MoS (CA)/Secretary, MCA for kind information.



(K. Gufumurthy)

Deputy Secretary to the Government of India

Annexure-III

**Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer reported upon where there is accepting authority	01 <sup>st</sup> September  15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR  (a) where there is accepting authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November
11.	End of entire APAR process, after	30 <sup>th</sup> November