

GOVERNMENT OF INDIA
MINISTRY OF ROAD TRANSPORT & HIGHWAYS
(Estt. II Section)

No.A-28022/1/2009-Estt.II

New Delhi the 3rd March, 2015

OFFICE MEMORANDUM

Subject: Writing of Annual Performance Assessment Reports (APAR) for the year.

As per instructions contained in DoPT's O.M. No.21011/01/2005-Estt.(A)(Pt.II) dated 23rd July, 2009, the Annual Performance Assessment Reports should be completed by 31st July/31st August as the case may be in respect of each financial year. Accordingly, the following time schedule may be adhered to in the matter of writing of APARs :

Sl. No.	Nature of action	Date by which to be completed
1.	Submission of self-appraisal by the official to be reported upon to the Reporting Officer.	15 th April of the year
2.	Submission of report by Reporting Officer to Reviewing Officer.	30 th June of the year
3.	Report to be completed by Reviewing Officer and to be sent to US (E.II).	31 st July of the year
4.	Appraisal by Accepting Authority, wherever applicable	31 st August of the year

2. As per laid down instructions in case the APAR is not completed by the Reporting Officer for any reason beyond 30th June of the year he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs held by him for Reporting to the Reviewing Officer on the next working day. The Reviewing Officer shall forfeit his right to enter any remarks in the APAR beyond 31st July of the year. The names of Reporting and Reviewing Officer, who fail to complete the APAR within stipulated period of time will also bring to the notice of the Competent Authority. The Competent Authority may call for an explanation of the concerned defaulting officer for the same and in absence of proper justification a written warning for delay in completing APAR be placed in their APAR folder.

3. In order to facilitate easy reference and to monitor the movement of APAR, a movement slip has also been appended along with blank APAR form, which may be completed by the officer to be reported upon/Reporting Officer/Reviewing Officer, as a case may be and forwarded to APAR cell who shall, thereafter monitor the completion of APAR at the next higher level.

4. It is requested that the above instructions may be carefully and scrupulously observed for ensuring timely completion of APARs of all officers/officials in this Department.

Encl: As above.



(H.R. MEENA)

Under Secretary to the Government of India