No. IWAI/Estt./APAR /01/2015 Dated: - 1st April, 2015

OFFICE MEMORANDUM

Sub: - (i) Preparation and Maintenance of APAR

Please find enclosed herewith a copy of a letter no. CD-11053/5/2014 – Coord. Dated 06.02.2015 received from Ministry of Shipping alongwith DoPT OM No. 21011/16/2014-Estt. (A) dated 15.12.2014 for information and necessary action please.

(Umesh Kumar Sahai)
Assistant Secretary (E)

To

1. All officers/officials, IWAI, NOIDA
2. Director, IWAI, Patna/Kolkata/Guwahati/Kochi

May its. info from all concerned.

UDC
No. CD-11053/5/2014-Coord

Government of India
Ministry of Shipping

Transport Bhavan, New Delhi

To

1. Chairmen /Chairperson of all Major Port Trusts.
2. CMDs of all PSUs.
3. Heads of all the Attached & Subordinate Offices/Autonomous bodies.

Subject: - i) Preparation and Maintenance of APAR.
    ii) Amendment to Govt. of India (Allocation of Business) Rules, 1961
    iii) Amendment to Govt. of India (Allocation of Business) Rules, 1961

Sir/Madam,

I am directed to forward herewith a copy of following communications on the abovementioned subject for information and necessary action:-

i) No.21011/16/2014-Estt.(A) dated 15.12.2014 received from DOP&T regarding preparation of APAR;

Encl: As above

Yours faithfully

(Gowri S.Nair)
Under Secretary to the Govt. of India
Tel.No. 23710363

Copy to: JS(S)/JS(P)/JS(MA)/Adviser for organisations under them.

Please circulate the
(i) OH for information
and necessary action
to all officers/officials
of your office.
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 the 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/endorse 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.

Under Secretary to the Government of India
Ph. 23092112

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.
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 Office Memorandum.