

No.5/2014/C.R. Cell
Government of India
(भारत सरकार)
Ministry of Agriculture
(कृषि मंत्रालय)
Department of Animal Husbandry, Dairying and Fisheries
(पशुपालन, डेयरी एवं मत्स्यपालन विभाग)

Krishi Bhawan, New Delhi
Dated. २७ .03.2014

OFFICE MEMORANDUM

Sub: Timely preparation and proper maintenance of APAR.

The undersigned is directed to say that the year 2013-2014 is drawing to a close and the process of completion of APARs for the year is to commence in view of the guidelines issued by the Government of India from time to time.

2. It has been seen in the past that the process of completion of APARs gets delayed for various reasons. This delay has adverse implications for processing the cases of MACP/Promotions of officials and taking further action regarding conveying disposal of adverse remarks, etc.

3. To improve this situation and further streamline the procedure for writing the APARs, the DoPT vide their O.M. No.21011/02/2009-Estt.(A) dated 16.02.2009 (copy enclosed) has prescribed a time-schedule for preparation of the confidential reports which may be scrupulously followed.

4. Further, DoPT vide their O.M. No.21011/1/2009-Estt.(A)-Part dated 01.02.2012 has introduced Annual Medical Examination for Group 'A' officers of Central Civil Services of age 40 years and above. The relevant orders in this regard may kindly be seen at DoPT's website <http://persmin.nin.in>, OMs & Orders, Establishment, ACR. All Group 'A' officers of age 40 years and above are requested to kindly get their medical examination done and submit the copy of the summary report along with their APAR to the Reporting Officer.

5. With a view to further streamline and speedup the process of completion of APARs, the Officers in Department of Animal Husbandry Dairying & Fisheries may download APARs form as applicable to them from the official website of this Department i.e.dahd.nici.in.→ forms. APARs for all categories of the officers as available on the official website of DoPT have been uploaded on thereon. The Officers may fill in the basic details therein and send it to the Reporting Officer concerned under intimation to this Cell, in the enclosed proforma, who may in turn forward it to Reviewing Officer and so on.

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