

MOST IMMEDIATE

No.A.28011/1/2014-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 24th March, 2014

Subject: Timely completion of APARs for the year 2013-14

The undersigned is directed to say that vide our communication No. A.28011/1/2014-Admn(Pt) dated 3.3.2014, all officials in the Ministry were requested to inform the names of their respective Reporting and Reviewing Officers as per the enclosed proforma. However, information has been received from a very few officials so far, which has led to delay in issue of blank APAR forms to all concerned. It is, therefore, requested to kindly intimate the same latest by 25.3.2014 (AN), positively.

Encl: As above


(L.P. Sharma)

Under Secretary to the Govt. of India
Tel. No. 23738126

To,

1. All Wing Heads in the Ministry of Water Resources (except Ganga & Indus Wings)
2. All Officers/ Sections/ Units in the Ministry of Water Resources
- ✓ 3. NIC Cell, MoWR – for uploading on the circular page of the intranet.

Copy to :-

1. Sr. PPS to Secretary (WR)/ PS to Additional Secretary (WR)/ PS to JS (A)/ PS to JS (PP)/ PPS to JS & FA (WR)

PROFORMA

S.No.	Name & Designation	Wing/ Division/ Section/ Unit	Date of Birth	Name of the Reporting Officer & Designation	Name of the Reviewing Officer & Designation	Period of APAR	Remarks