

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 18th April, 2012

**Subject: Timely completion of Annual Performance Appraisal Reports (APARs)
for the year 2011-12**

The undersigned is directed to refer to this Section's communication of even number dated 1.2.2012 on the subject mentioned above wherein detailed instructions for writing of APARs by Reporting and Reviewing Officers were given. However, some of the APARs that have been received in the Section so far after report/ review, have to be returned to the concerned officers for completion due to certain shortcomings/ errors. All the officers are therefore, once again requested to keep the following points in mind at the time of writing of the APARs :-

- (a) All the columns have been properly filled in.
- (b) The Reporting Officers should ensure that the column pertaining to filing of Immovable Property Return is duly filled in by the officer reported upon, failing which the APAR of the officer should be returned for completion of the same.
- (c) The Reporting and Reviewing Officers should sign in blue ink and their stamp affixed at the appropriate places.
- (d) The numerical grading with reference to prescribed weightage should be calculated properly.
- (e) If the final grading in the APAR has been up-graded/ down-graded by the Reviewing Officer, then the grading for each attribute under Sections (A), (B) & (C) in Part-3 of the APAR should be clearly indicated and duly initialed by him.



(L.P. SHARMA)

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To,

1. All Wing Heads in the Ministry of Water Resources
2. All Officers/ Sections/ Units in the Ministry of Water Resources

Copy to :-

1. PS to Minister (WR)/ PS to MOS (WR)
2. Sr. PPS to Secretary (WR)/ PS to Additional Secretary (WR)/ PS to JS (Admn & PP)
3. NIC Cell, Ministry of Water Resources – for uploading on the circular page of the intranet of the Ministry.