

No.A.28011/1/2013-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 15th May, 2013

Subject: Timely completion of Annual Performance Appraisal Reports (APARs) for the year 2012-13

The undersigned is directed to refer to this Section's communication No. 14/1/2013-Admn dated 22.2.2013 wherein the time-schedule prescribed by DoPT for completion of APARs was forwarded. As per the schedule, the officer has to submit his self-resume to the Reporting Officer by 15th April and the Reporting Officer by 30th June to the Reviewing Officer. In case the Reporting Officer does not initiate the APAR by 30th June, he will forfeit his right to enter any remarks in the said APAR. Officials who have not submitted their self-resume are, therefore, requested to kindly submit the same to their Reporting Officer latest by 31.5.2013, failing which the Reporting Officer will be requested to write the APAR without the self-resume. All the Reporting Officers are also requested to kindly ensure that the APARs in respect of officials working under their administrative control are received by them by 31.5.2013 positively.

2. 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.nic.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 at the earliest, if not done earlier. Group 'A' Officers, who have already submitted their self-resume may kindly forward the copy of the summary report to the Administration Section so that the same can be attached with their APAR at the time of forwarding the same to their Cadre Controlling Authority.


(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
3. All Organisations of the Ministry of Water Resources

Copy to :-

1. PS to Minister (WR)
2. Sr. PPS to Secretary (WR)/ PS to Special Secretary (WR)/ PS to JS(A & GW)
3. ☒ NIC Cell, MOWR – for uploading on the circular page of the intranet.