

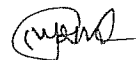
No.A.28011/1/2013-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 25th June, 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 of even number dated 15.5.2013 on the subject mentioned above wherein all the Reporting Officers were requested to ensure that the APARs in respect of officials working under their administrative control are received by them by 31.5.2013. It may be stated here that as per the time-schedule prescribed by DoPT for completion of APARs, 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.

2. All the Reporting Officers are therefore requested to kindly ensure that the APARs in respect of officials under their administrative control are submitted to the respective Reviewing Officers by 1.7.2013 and APARs of all officers/ staff are got submitted/ completed expeditiously.



(L.P. Sharma)

Under Secretary to the Govt. of India

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To,

1. All Wing Heads in the Ministry
2. All officers of the level of Section Officer and above in the Ministry

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.
4. All Heads of attached offices/ Organisations under MoWR.