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F. No. 18(1)/2013-GM  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhavan,  
Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated the 29<sup>th</sup> November, 2016

**OFFICE MEMORANDUM**

**Subject : Timely completion of Annual Performance Appraisal Reports (APARs) of top management incumbents of Central Public Sector Enterprises (CPSEs)**

The undersigned is directed to state that the procedure and guidelines for writing Annual Performance Appraisal Reports (APARs) of top management incumbents of Central Public Sector Enterprises (CPSEs) have been laid down vide this Department's DO letter no. 5(1)/2000-GM dated 5<sup>th</sup> April, 2010 and O.M. of even no. dated 2<sup>nd</sup> March, 2015 (available on DPE's website – [www.dpe.nic.in](http://www.dpe.nic.in)). These guidelines, inter-alia, prescribe the time-lines to be followed for commencement and completion of APARs.

2. In order to ensure timely completion of APARs within prescribed time-limits and in compliance of the directions of ACC to the effect that *"If an APAR for a financial year is not recorded by 31<sup>st</sup> December of the year in the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment in time."*, the following revised procedure for writing APARs of top management incumbents of CPSEs is prescribed to be followed from the year 2015-16.

- (i) APAR will be initiated by the officer reported upon within prescribed time-limits without the MoU score/ratings, in case same are not available, by filling up the remaining APAR and will be submitted to Reporting Authority within prescribed time-limits.
- (ii) Reporting/Reviewing and Accepting Authority will record their remarks in the APAR within prescribed time-limits. In case, MoU score/ratings are available during this period, the same would be recorded in APAR by the nodal officer..
- (iii) In case MoU score/ratings are available after recording of APAR by Reporting/Reviewing and Accepting Authority, the nodal officer will enter the same in the APAR as soon as MoU score/ratings are made available and fill in corresponding MoU grade.

2. A new para 6.10 is added after existing para 6.9 worded as under

Para 6.10 : "In case an APAR for a financial year is not recorded by 31<sup>st</sup> December of the year in the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment in time".

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3. All administrative Ministries/Departments are requested to bring the contents of this Office Memorandum to the notice of CPSEs under their respective administrative jurisdiction for information and compliance under intimation to this Department.

4. This has the approval of Minister of Heavy Industries & Public Enterprises.



(B.N. Mishra)

Director

Tel : 2436-0624

To Secretaries of all administrative Ministries/Departments (by name)

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Copy to :-

- (i) Shri Anand Madhukar, Director-ACC, Department of Personnel & Training, North Block, New Delhi – w.r.t. O.M. No. 24(5)EO/2011(ACC) dated 23.9.2016
- (ii) Secretary, Department of Personnel & Training, North Block, New Delhi.
- (iii) Secretary, Public Enterprises Selection Board, Block No. 14, CGO Complex, Lodi Road, New Delhi.
- (iv) Chief Executives of CPSEs