

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

Block No.14, CGO Complex,
Lodi Road, New Delhi-110003
Dated the 4th December, 2018

OFFICE MEMORANDUM

Subject: Writing of Annual Performance Appraisal Reports (APARs) of top management incumbents of CPSEs from the year 2017-18 onwards

The undersigned is directed to refer to this office O.M. of even number dated 1st June 2018(copy enclosed) and state that para 10 of Section III, para 5 of Section IV, para 4 of Section V and para 2 of Section VI of extant guidelines dated 5th April 2010 will also stand suitably modified on the same pattern as indicated below:

Para No.	Existing provision	Modified Provision
Para 10 of Section III	Overall grade (on grade 1-5) based on the grades awarded in item no 6&7. This should be computed by summing up the weighted average grade indicated in item no 6 & 7.	Overall grade (on grade 0-100) based on the grades awarded in item no 6&7. This should be computed by summing up the weighted average grade indicated in item no 6 & 7.
Para 5 of Section IV	Overall grade on scale of 1-5 (Grades should be assigned on a scale of 1-5, with 1 referring to the best grade and 5 to the lowest grade). This overall grade should be computed by summing up the weighted average grade obtained in item no 6 & 7 of Section III.	Overall grade on scale of 0-100 (Grades should be assigned on a scale of 0-100, with 100 referring to the best grade and 0 to the lowest grade). This overall grade should be computed by summing up the weighted average grade obtained in item no 6 & 7 of Section III.
Para 4 of Section V	Overall grade on a grade of 1-5(Grades should be assigned on a scale of 1-5, with 1 referring to the best grade and 5 to the lowest grade).	Overall grade on a grade of 0-100 (Grades should be assigned on a scale of 0-100, with 100 referring to the best grade and 0 to the lowest grade).
Para 2 of Section VI	If yes, please indicate the revised overall grade on a grade of 1-5 (Grades should be assigned on a scale of 1-5, with 1 referring to the best grade and 5 to the lowest grade).	If yes, please indicate the revised overall grade on a grade of 0-100 (Grades should be assigned on a scale of 0-100, with 100 referring to the best grade and 0 to the lowest grade).

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2. All administrative Ministries/Departments are requested to take note of the above decision and bring it to the notice of CPSEs under their respective administrative control for information and compliance for completing the APARs of top management incumbents of CPSEs from the year 2017-18 onwards.

Encl: As stated



(Lokesh Bajpai)

Director

Tel: 2436-0218

Secretaries of all administrative Ministries/Departments

Copy to:-

- (i) Secretary, Department of Personnel & Training, North Block, New Delhi.
- (ii) Secretary, Public Enterprises Selection Board, Lodi Road, New Delhi.
- (iii) Chief Executives of CPSEs