

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 16th September, 2016

OFFICE MEMORANDUM

Subject: Writing of Annual Performance Appraisal Reports (APARs) of top management incumbents of CPSEs

The undersigned is directed to refer this Department's D.O. letter No. 5(1)/2000-GM dated 5th April, 2010 prescribing the guidelines and procedure for writing of Annual Performance Appraisal Reports (APARs) of top management incumbents of CPSEs.

2. The MoU Composite score as conveyed by DPE are required to be entered in Section II (2) and Section III (6) of the form of APAR prescribed vide above-referred extant guidelines dated 5.4.2010.

3. The system of award of MoU composite score and MoU ratings has been changed for the year 2015-16 vide DPE OM No. M-03/0012/2014-DPE(MoU) dated 16th December, 2014. In order to correlate the earlier and new system of award of MoU composite score and to ensure that the overall grades are properly calculated in APARs for the year 2015-16, the following revised table is prescribed for entering MoU composite score in APARs for the year 2015-16.

MoU Composite Score for the year 2015-16*	Corresponding MoU score to be used for APAR 2015-16*
100 – 90	1.00 - 1.50
89.99 – 70	1.51 - 2.50
69.99 – 50	2.51 - 3.50
49.99 – 30	3.51 - 4.50
29.99 – 20	4.51 - 5.00

* for MoU composite score of intervening values, the corresponding MoU score may be calculated on pro-rata basis. For example, the MoU composite score of 95 will correspond to MoU score of 1.25 to be used for APAR for the year 2015-16

4. All administrative Ministries/Departments are requested to bring the above decision to the notice of CPSEs under their respective administrative control for information and compliance.


(Rajesh K Chaudhry)
Joint Secretary
Tel : 2436-0672

To all administrative Ministries/CPSEs