

IMMEDIATE

No. 22/12/2009-CS.I(CR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

Lok Nayak Bhawan, Khan Mkt.
New Delhi, 19th January, 2010

OFFICE MEMORANDUM

Subject:- Maintenance and preparation of Annual Performance Appraisal Report (APAR) of CSS Officers.

The undersigned is directed to invite the attention of all the Ministries/Departments/Cadre Authorities of CSS, to this Department's O.M. No. 21011/1/2005-Estt(A) (Pt-II) dated 23rd July, 2009 on the subject referred to above and to say that the revised guidelines relating to Maintenance and preparation of APAR will be applicable to all CSS officers from the reporting year 2009-10 onwards.

In the light of the instructions contained in the above O.M., the APAR forms are being revised/finalized on the pattern of forms of APAR for IAS and other All India/Central Services. The finalization of the revised format is likely to be completed in about a fortnight. Therefore, all Ministries/Departments are requested not to go in for the printing of fresh APAR forms for CSS officers for the year 2009-10 onwards. The new APAR form will be circulated shortly.

All Ministries /Departments may bring the above to the notice of their attached/subordinate offices where CSS officers are working.

Reena Sethi

(Dr. Reena Sethi)

Under Secretary to the Government of India
Tele: 24629412

To

All Ministries/Departments of Government of India