

No.7/3/2010-Vig
Office of the Development Commissioner
(Micro, Small and Medium Enterprises)
{Vigilance Section}

Nirman Bhawan, New Delhi
The 24th March, 2011
25

Office Memorandum


Subject :- **Annual Performance Assessment Report(APAR) for the year 2010-11 – reg.**

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The Annual performance Assessment Report for the year 2010-11, in respect of all Government employees working in and under the office of DC(MSME) and field institutes shall become due on 1.4.2011. In this connection, APAR forms of different posts have been uploaded on the website of this office i.e. [http://dcmsme.gov.in/emp_corner.htm] and the same could be downloaded and taken in use.

2. Following points may be kept in view before sending APARs to this office for record :-

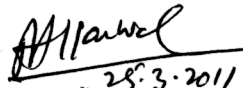
- (i) APARs in respect of officers below the rank of Dy. Director should be reported & reviewed by the respective officials at DIs level itself, and in no case it should be referred to the HQ office of reporting/reviewing. In the case where there is no officer between Director/Dy. Director(IC) and Assistant Director Gr.I and below/Assistant Director Gr.II and below, as the case may be, their duly reported APAR may be sent to this office alongwith a certificate that '**No Reporting officer was in position to review the Report**'.
- (ii) In the case of APARs which are to be reported or reviewed at HQ level, the same should be sent to this office within the given time schedule.


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- (iii) In case two or more APARs have been written for an employee, and there is time gap between the APARs, '**No report certificate with the reason for gap**' may be sent alongwith the Report to this office.
- (iv) While communicating the APAR to the employee concerned it should be made clear that in case no representation is received within fifteen days it would be presumed that the employee has no representation to make.
- (v) Duly completed APAR may be sent to this office along with **certificate of disclosure**.

The time schedule for preparation/completion of APAR as prescribed by DOPT is Annexed.


28.3.2011
(R. N. Aggarwal)
Dy. Director(Vig.)

To

- ✓ 1. SENET Division for uploading the OM on website.
2. (All Officers/Divisions in the HQ office & Field Institutes.