

No. 7/9/2016-Vig.
Office of the Development Commissioner
(Micro, Small and Medium Enterprises)
(Vigilance Section)

Nirman Bhawan, New Delhi
Dated: 22nd March, 2016

Office Memorandum

Subject: **Annual Performance Appraisal Report (APAR) for the year 2015-2016 – Regarding**

The Annual Performance Appraisal Report for the year 2015-2016 in respect of all Government employees working in and under the office of DC(MSME) and field institutes shall become due on 01-04-2016. 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 upto the rank of Asstt. Director, Gr.II, should be reported & reviewed by the respective officers at DIs level itself, and in no case it should be referred to the HQ office for reporting/reviewing. In the case where there is no Reviewing Officer for upto the rank of Assistant Director Gr.II, their duly reported APAR may be sent to this office alongwith a certificate that **'No Reviewing 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.

- (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 reasons 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 alongwith **certificate of disclosure.**

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



(Anil Tehlan)
Dy. Director (Vig.)

To

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

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March,
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is not accepting authority.	01 st September
	(b) Disclosure to the officer reported upon where there is not accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to be competent authority	
	(a) where there is not accepting authority for APAR	21 st September
	(b) where there is accepting authority for APAR	06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November
