

**URGENT**

No.7/3/2010-Vig  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner  
(Micro, Small and Medium Enterprises)  
{ Vigilance Section }  
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Nirman Bhawan, New Delhi  
The 29<sup>th</sup> October, 2010

To

All Directors  
MSME-DIs & Br. DIs/TCs/TDC-HT, Nagaur.

Subject :- **Annual Performance Assessment Report(APAR) for the year  
2009-10 – reg.**

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Sir,

I am to say that the date of discloser of APAR for the year 2009-10 to the individual Government servant as prescribed by DOPT, which was 15<sup>th</sup> September, 2010, has already passed. All the Head of the Institutes/Br. are now requested to send a “**Certificate**” to the effect that ACRs of all the staff working under their administrative control have been completed and disclosed to the official concerned. The certificate may be sent **by 5<sup>th</sup> November, 2010, positively, on FAX NO. 2306 1972.**

In case, for any reason APAR is not completed in respect of any official his details alongwith reason for non-completion may be also sent.

Yours faithfully,

  
(Sarita Puri)  
Dy. Director(Vig.)