

No. 7(9)/2011-Vig.
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner (MSME)
Vigilance Section
.....

Nirman Bhavan, New Delhi
Dated the 2nd January, 2012

To

The Director/ Deputy Director I/c,
All MSME-DI, TC etc.

Subject: Completion of APARs of subordinates by the Reporting and
Reviewing Officers – reg.
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Sir,

It has been observed that the Reporting and Reviewing Officers while signing the relevant portion of the APAR of their subordinates neither put their seals nor write their names and designation. All the Reporting and Reviewing Officers are therefore requested to put their seals indicating their names and designation for proper authentication of the APARs report/reviewed by them.

Yours faithfully,



(Anil Tehlan)
Deputy Director (Vig.)
Tel. 011-23062148

Copy to:

PS to AS&DC(MSME)/PS to All ADCs/PS to JDC(s)/
All Directors/Deputy Directors/Asstt. Directors/Section Officers etc.
Of Hqrs. Office.