

No. 1/1/2010-APAR  
Government of India  
Central Water Commission  
APAR Section

Room No. 312(S), Sewa Bhawan  
R.K. Puram, New Delhi-110066  
Dated: 23 February, 2012


**OFFICE MEMORANDUM**

Subject: Forwarding of APARs of CSS Officers to DoPT – Verification/authentication, etc.

I am directed to enclose herewith Ministry of Water Resources' letter No. 14/1/2012-Admn dated 8.2.2012 alongwith DoPT's letter No. 22/2/2012-C.S.I (APAR) dated 24.1.2012 regarding forwarding of APAR's of CSS officers to DoPT - Verification/authentication.

In order to avoid unnecessary correspondence and delay, a check list for the convenience of the participating Ministries/ Department has been prepared, a copy of which is enclosed.


You are requested to ensure the compliance of the instructions as mentioned in the above quoted letters

  
( Sharda P. Meshram )  
Director (Admn.)  
Ph: 26108607

Encl:- As above

Copy to:-

1. All Chief Engineers, CWC (Headquarters) and field offices.
2. All Directors/Superintending Engineers, CWC.
3. The Secretary, CWC, Sewa Bhawan, R.K. Puram, New Delhi
4. The Secretary, CEA, Sewa Bhawan, R.K. Puram, New Delhi
5. All Under Secretaries/Section Officer, CWC, R.K.Puram, New Delhi
6. All Deputy Directors, CWC, New Delhi.
7. All Executive Engineers, CWC, Field formations.
8. Accounts Officer/Pay and Accounts Officer ,CWC, 7<sup>th</sup> Floor, Sewa Bhawan, R.K.Puram, New Delhi.
9. Director, CSMRS, Olof Palme Marg, Hauz Khas, New Delhi.
10. The Under Secretary (Admn.), Ministry of Water Resources, Shram Shakti Bhawan, 4<sup>th</sup> Floor, Rafi Marg, New Delhi.
11. Director, Ganga Flood Control Commission, 3<sup>rd</sup> Floor, Sinchai Bhawan, Patna.
12. P.S. to Chief Engineer (HRM), CWC, New Delhi
13. P.P.S. to Member (R.M.), CWC, New Delhi.
14. P.P.S. to Member (WP&P), CWC, New Delhi
15. P.P.S. to Member (D&R), CWC, New Delhi.
16. The Director, SM Director, CWC for sangam site.





**MOST IMMEDIATE**

No.14/1/2012-Admn  
Government of India  
Ministry of Water Resources

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 8<sup>th</sup> February, 2012

To,

1. Under Secretary (Estt)  
Central Soil and Materials Research Station  
Olof Palme Marg  
Hauz Khas  
New Delhi

2. Section Officer (CM&V)  
Central Water Commission  
Sewa Bhawan  
R.K. Puram  
New Delhi

✓ 3. Section Officer (APAR)  
Central Water Commission  
Sewa Bhawan  
R.K. Puram  
New Delhi

Subject: **Forwarding of ACRs/ APARs of CSS Officers to DoPT – Verification/ authentication, etc.**

Sir,

I am directed to enclose herewith DOPT's O.M. No. 22/2/2012-CS.I(APAR) dated 24.1.2012 on the subject mentioned above and to say that while forwarding the APARs to the Ministry, it must be ensured that the check-list as provided in the aforesaid O.M. of DOPT is complied with. As already requested, vide this Ministry's letter No. 14/9/2011-Admn dated 28.12.2011, the front page of the APARs are to be stamped and authenticated at the time of forwarding to the Ministry as indicated below:-

"The APAR has been shown to the officer reported upon on \_\_\_\_\_ and he/ she has submitted/ has not submitted any representation on the entries made in the same".

2. It is also requested that the status of the IPR (Immovable Property Return) is duly indicated and verified on the APAR of Group 'A' and 'B' officers as mentioned in DOPT's O.M. No. 10/01/2011-CS.I(PR) dated 19.1.2012 (copy enclosed). Besides, at the time of forwarding the APARs in respect of CSS Officers it should be certified on the forwarding letter that the necessary entries have been made in the APAR monitoring software.

Yours faithfully,

Encl: As above

  
(L.P. SHARMA)

UNDER SECRETARY TO THE GOVT. OF INDIA  
TEL. NO. 23738126

Email: usadmn-mowr@nic.in

*Sh. Shekhar*  
*Pran*  
*13/2/12*

*Dy-52/APAR*  
*13/2/2012*



SECRET

No.10/01/2011-CS.I(PR)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

CS-I Division

2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi

Dated: 19<sup>th</sup> January, 2012.

OFFICE MEMORANDUM

Subject: Annual Performance Appraisal Report – status of submission of Immovable Property Return by CSS officers – certification by the administrative division – reg.

CS Division is the custodian of ACR/APAR and Annual Immovable Property Return (IPR) of CSS officers of Under Secretary and above

2. Under Rule 18 of the Central Civil Services (Conduct) Rules, 1964 an officer is required to furnish the IPR of a year by 31<sup>st</sup> January of the following year. The status of filing of IPR is also required to be indicated by the individual officers in the APAR. It has been observed that in some cases officers have indicated in their APARs that they had submitted the IPR on time, however, in many such cases, the IPRs have not been received in this Division. It may be on account of either non-submission or late submission by officer himself or not forwarding the IPR by the Ministries/ Departments to this Division. Since APAR format is supplied to the officers by 31<sup>st</sup> March of the year, much after the due date for submission of IPR, Ministries/ Departments can therefore easily verify the certificate given by officers in their APAR regarding submission of IPRs from their records.

3. All the Administrative Ministries/ Departments are, therefore, requested to verify the self certification given by the individual CSS officers regarding submission of IPRs in the APARs. In case of officers whose APAR's have to be forwarded to DoP&T, the same may be forwarded only after such verification. However, it should be ensured that such internal processes be put in place for this purpose that this should not in any way result in delay in completion of APARs as per timelines prescribed by DoP&T or delay forwarding of APARs to DoP&T.

*Monica Bhatia*  
(Monica Bhatia)  
Director  
Tele.: 24629411

To

Joint Secretary  
(Admin./Vig.)

Ministry of Water Resources  
Shram Shakti Bhawan  
New Delhi.

*Send a copy to vigilance section also.*

*SO(A)*

*24/1/12  
for NP*



F.No.22/2/2012-CS.I(APAR)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS Division)

2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan  
New Delhi, the 24<sup>th</sup> January, 2012


OFFICE MEMORANDUM

**Subject: Forwarding of ACRs/APARs of CSS officers to DoPT – regarding.**

The undersigned is directed to say that discrepancies have often been noticed in the ACRs/APARs of CSS officers received in the CS Division of DoP&T from the Ministries/Departments. Such incomplete and inaccurate ACRs/APARs are required to be sent back to the respective Ministries/Departments for rectification of deficiencies, resulting in unwanted delay in completion of ACRs/APARs of the officer concerned.

2. In order to avoid unnecessary correspondence and delay, a Check-List for the convenience of the participating Ministries/Departments has been prepared, a copy of which is enclosed. The check-list is not exhaustive, but is aimed at facilitating the Ministries/Departments to check at their end the frequently noticed inconsistencies before forwarding the ACRs/APARs to DoP&T.

3. It is once again reiterated that the instructions issued by the Establishment Division of this Department from time to time on preparation and maintenance of ACRs/APARs may be adhered to and it may be ensured by the officer authorized in the Ministries/Departments that the ACRs/APARs forwarded to the DoP&T are complete in all respects.

  
(Vidyadhar Jha)  
Under Secretary to the Govt. of India  
Ph:24624046

Encl: Check-List.

Ministries/Departments  
Director/Deputy Secretary (Estt./Admn.)

HS/103/Adm  
24/1/2012

(Vidh)  
24/1/12  
sq(A)  
24/1/12  
83-28



## CHECK-LIST

### FORWARDING OF ACRs/APARs OF CSS OFFICERS BY THE MINISTRIES/ DEPARTMENTS TO CS DIVISION, DOPT

The ACR/APAPR is complete in all respects:

- i) The ACR/APAR has been initiated in the proper format and color scheme prescribed for the grade;
- ii) The period of the ACR/APAR has been clearly indicated;
- iii) The CSL Number of the Officer reported upon has been indicated at the top right hand corner of the APAR's first page;
- iv) All the columns have been properly filled up by the officer reported upon, the Reporting Officer and the Reviewing Officer;
- v) It bears the signature of the officer reported upon and the signature (in blue ink) & stamp of the Reporting and Reviewing Officers at appropriate places;
- vi) The numerical grading with reference to prescribed weightage has been calculated correctly;
- vii) If the final grading in the APAR has been up-graded/down-graded by the Reviewing Officer, he has indicated grading for each attribute under Sections (A), (B) & (C) in Part-3 of the APAR and appended his initials;
- viii) If the APAR could not be reported/reviewed, no report/no review certificate with reasons is affixed;
- ix) The instructions contained in DoPT OM No.21011/1/2005-Estt.(A)(Pt.II) dated 14.05.2009 and No.21011/1/2010-Estt.A dated 13.04.2010 have been adhered to;
- x) Disclosure certificate has been duly stamped and authenticated on the front page of APAR and the status of filing of IPR (Immovable Property Return) is duly indicated and verified;
- xi) Necessary entries in the APAR Monitoring software have been made;
- xii) It has been forwarded to CS Division, DoPT under the signature of an authorized officer.