

No.A.28011/1/2009/DPAR/CCD(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 05.04.2010

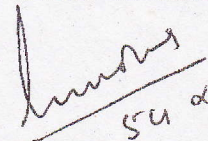
C I R C U L A R

Sub: Public Services - Preparation and maintenance of Annual Performance Assessment Reports (APAR) - Reg.

Instructions have been issued vide I.D. Note / Memorandum No.A.28011/1/2009/DPAR/CCD(2) dated 16.12.2009 of the Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry on the preparation and maintenance of Annual Performance Assessment Reports (APAR).

2. Meanwhile, requests are received from various departments seeking specimen forms of the revised Annual Performance Assessment Reports (APAR) in respect of both technical and Ministerial staff working in all Offices of this Union Territory Administration. Needless to emphasize that the revision of APAR form is associated with the Cadre Controlling Authority concerned. The authorities concerned may make necessary changes in the APAR format for numeral grading to be given by reporting and reviewing Officer so as to make all provisions contained in para(i) of Office Memorandum dated 23.07.2009 of the Government of India, Department of Personnel & Training, New Delhi communicated vide I.D. Note / Memorandum dated 16.12.2009 of Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry are applicable for the APAR from the year 2009-10 onwards. In so far as the posts for which the Department of Personnel & Administrative Reforms (Personnel Wing) is the Cadre Controlling Authority, action is being taken by this Department to make appropriate changes in the format of APAR.

3. It is therefore, reiterated that the respective Cadre Controlling Authorities may take immediate action to devise the revised APAR forms accordingly from the reporting year 2009-10 onwards.



(G. THEVA NEETHI DHAS)
SPECIAL SECRETARY TO GOVERNMENT

To

All Heads of Departments / Offices.