

**MOST IMMEDIATE**

No. 22/12/2009-CS.I(CR)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

Lok Nayak Bhawan, Khan Mkt.  
New Delhi, 3<sup>rd</sup> February, 2010

**OFFICE MEMORANDUM**

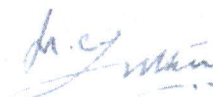
Subject:- Maintenance and preparation of Annual Performance Appraisal Report of CSS Officers.

The undersigned is directed to invite the attention of all the Ministries/Departments/Cadre Authorities of CSS, to this Department's O.M. No. 21011/1/2005-Estt(A) (Pt-II) dated 23<sup>rd</sup> July, 2009 on the subject referred to above and to say that these guidelines will also be applicable to all CSS officers from the reporting year 2009-10 onwards.

In the light of the instructions in the above O.M. and on the basis of APAR format used for IAS and All India Services officers, the existing format of APAR for CSS officers has been revised. For the sake of easier identification/processing of APARs in respect of CSS officials the new APAR format may be printed in different colors for different grade of CSS officers i.e. JS/SAG level and above/Director/DS/US/SO/Asstt as indicated in page 9 of the enclosed format i.e. the guidelines (sample colored papers enclosed). The revised format with guidelines is circulated herewith for the information of all cadre authorities where CSS officers are working. All nodal officers identified in the cadres may kindly have adequate number of blank APARs printed and forwarded to the concerned CSS officers in accordance with the time schedule laid down for completion of APARs. The revised/new format is applicable from the reporting year 2009-10 onwards.

All Ministries /Departments are requested to bring the above to the notice of all the offices/officers of CSS working under them for strict implementation/compliance.

This issues with the approval of Secretary(P).



(M.C. Luther)

Deputy Secretary to the Government of India

Tele: 24629411

e-mail: dscs1-dopt@nic.in

Encl:- 10 pages

All Ministries/Departments of Government of India  
JS (Estt/Admn)

Copy to:- DS(CS-II) for taking necessary action i.r.o CSCS/CSSS

केन्द्रीय सचिवालय सेवा के अधिकारियों  
के लिए

वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report

for

Officers of the Central Secretariat Service

अनुभाग अधिकारी एवं सहायक  
Section Officer & Assistant

अधिकारी का नाम

Name of Officer: .....

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending: .....

