



# India Meteorological Department NON-GAZETTED STAFF UNION

Affiliated to Confederation of Central Government Employees & Workers

ESTD. 19 SEP 1947

Non Gazetted Staff Union Office, Canteen Building, Lodhi Road, Mausam Bhavan Compound, New Delhi - 110 003. Tel :- 011 43824483

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(President)

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Shri Rohatas  
(CEC Member)

Shri Vijay Pal  
(CEC Member)

Smt Kameshwari C.A.  
(Lady Representative)

Ref No :.....

NO. IMD NGSU/2016/10

Date :.....

28/12/2016

To,

Dr. K J Ramesh,  
DGM, IMD,  
Mausam Bhavan,  
Lodhi Road, New Delhi 110003.  
(Kind Attention: Ms. Samanti Sarkar, Scientist-D (Establishment))

Sir,

Subject: - Maintenance and preparation of Annual Performance Appraisal Reports (APAR) - Communication of all entries for fairness and transparency in public administration.

It is to say that the Departmental Promotion Committees (DPCs) have only the APARs to rely upon while making assessment of an officer for his promotion. The assessments made by the DPCs on the basis of APARs alone, are at times at variance with real qualities of the person assessed. Therefore the APARs so initiated, are required to be written with the greatest care, so that the work, character, qualities and capabilities of the officers reported upon, can be accurately judged from these reports.

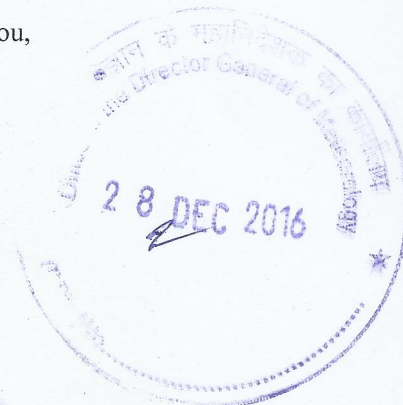
The above objective is yet to be fully achieved. There are times when the government instructions on the subject issued from time to time is not fully implemented as in case of Shri Arun Sharma, LDC posted at HF Agra, IMD, the adverse remarks contain in the APAR for the year 2010-11 was communicated to him on 22.04.2014 after two years. However as per DoPT guidelines the full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in the vogue.

In view of above, brochure on preparation & Maintenance of Annual performance assessment Report is enclosed herewith for ready reference. It is requested that this brochure may be uploading in metnet and all the sub-offices may be directed to bring to the notice of all the officers and staff under them for strict implementation of the instructions laid down in the brochure.

Thanking you,

With regards,

(Kapil Chamoli)  
General Secretary



ofc