

केन्द्रीय भूमि जल बोर्ड

जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय

१भूजल भवन श एन० एच० ४, फरीदाबाद

Government of India

Ministry of Jal Shakti

Central Ground Water Board

"Bhujal Bhawan", NH-4, Faridabad- 121 001

सं०/No.16-6/2018-इंजी०स्था० 6025

दिनांक/

24 JUL 2019

To

1. The Regional Director
Central Ground Water Board, NWHR, Jammu,
2. The Executive Engineer
Central Ground Water Board
Div. I, Ahmedabad / Div. II, Ambala/ Div. III, Varanasi/ Div. IV, Chennai/ Div. V,
Ranchi/ Div. VI, Nagpur/ Div. VII, Guwahati/ Div. VIII, Jammu/ Div. IX, Hyderabad/
Div. X, Bhubneshwar/ Div. XI, Jodhpur/ Div. XII, Bhopal/ Div. XIII, Raipur/ Div. XIV,
Bangalore/ Div. XV, Kolkata/ Div. XVI, Bareilly/ Div. XVII, Dharamshala.
3. The Officer Incharge
Central Ground Water Board, SUO, Jodhpur/ NWHR, Jammu/ CGWA/ Jamnagar
House, New Delhi/
4. T.S. to Member (N&W) Central Ground Water Board CHQ, Faridabad.
5. Administrative Officer, (L.A.) Central Ground Water Board CHQ, Faridabad.

Sub: Submission of APARs in respect of Officers / officials – regarding.

Sir,

It is to inform that in spite of several reminders, the Annual Performance Appraisal Reports (APARs) of the officers/ officials as mentioned in Annexure –I have not been received in this office till date which has been seriously viewed by the Competent Authority.

The attention of concerned HOO and Concerned Officers/officials is drawn towards of non availability of APARs for the relevant periods in certain cases, the Board could not consider confirmation, regular promotion and MACP cases in time. As per DOP&s guidelines issued vide OM No. 21011/1/2005-Estt(A) (Pt-II) dated 23rd July 2009 according to which the Reviewing Officer should submit the APAR of all staff under his control after reviewing by 31st July of the following Financial year.

It is stated that the non-availability of Annual Performance Appraisal Reports (APARs) of Officers/official concerned for the relevant periods is causing unwanted delay and non-consideration of cases of probation, , MACP etc., in time not only in respect of person concerned but also other employees in the grade to be considered for the same. Such type of delay in submission of APAR is not appreciable.

In this connection, it is once again requested that Reporting/Reviewing Officers must completed APARs of their subordinates well in time and forward the same to CHQ, Faridabad. Any further delay in this respect may cause deprivation of concerned officers / officials in completion of probation period, getting confirmation, promotion, MACP etc., The Reporting/Reviewing Officers concerned is also requested to furnish the reasons of delay in completion of the APARS of above persons.

The officers / officials concerned listed in the enclosed Annexure are also appraised that it is in their own interest to get their APARs reported & reviewed from their Reporting and Reviewing Officer. Any delay on this aspect may result in avoidable delay in their promotion , probation clearance, MACP etc.

This may be treated as Most Urgent.

Yours faithfully,

Sd.

(P.L. Bhagora)

Sr. Administrative Officer

Encl: As above

Copy to:

1. PA to Chairman, CGWB, for information.
2. Sh. Shiv Shankar, SE and Sh. D. Obulesu, AEE, CGWB, CHQ, Faridabad for information.
3. Sr. P.S./ PS/ PA to all Members, CGWB, Faridabad for information and necessary action.
4. P.S. to Director (Admn.) CGWB, CHQ, Faridabad for information.
5. The Programmer,CGWB, Faridabad with the request to upload above letter on CGWB's website.

P.L. Bhagora
24.7.19

(P.L. Bhagora)

Sr. Administrative Officer