

No.2/4/2015-APAR/633-637
Government of India
Central Water Commission
(APAR Section)

Room No. 312(S), Sewa Bhawan
R K Puram, New Delhi 110066
Dated: 26.07.2017

OFFICE MEMORANDAM

Sub: Non-receipt of one APAR's and 11 NRC's of Steno Gr I & II, one APAR & one NRC of Store Keeper and One APAR of ^{JUNIOR} Hindi Translator of CWC Subordinate Office cadre for the period from 01.04.2008 to 31.03.2016
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The performance of every Government servant is assessed annually through the Annual Performance Assessment Report (APAR). This report decides his future career advancement like promotion, grant of MACP, selection on deputation etc. Therefore, APARs are required to be completed in a time bound manner as prescribed by DoPT OM dated 16.02.2009.

2. However, on scrutiny of APAR folders gaps were found in one APAR's and 11 NRC's of Steno Gr I & II and in one APAR and one NRC of Store Keeper and One APAR of ^{JUNIOR} Hindi Translator of CWC Subordinate Office cadres which is given in Annex-I may be got filled up immediately by all concerned **latest by 28.08.2017**.

3. The above mentioned employees / officers are requested to intimate this office as to whether the resume for the above period of the APAR has been submitted by them to the Reporting Officer concerned for completion of the APAR. If so, the details may please be furnished with supporting documents.

4. All concerned in CWC (HQ), Field Offices, Division Offices, etc of CWC may please bring it to the notice of the employee concerned, so that gaps in APAR Folders are completed in all respects **before 28.08.2017**.

This issues with the approval of CE (HRM).

Encl: as above (Annex-I)

S M Sundaram
26/07/2017

(S M Sundaram)

Section Officer (APAR)

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To,

1. All concerned Employees / officials through Employee Corner in CWC website
2. Under Secretary (Estt. VII), CWC, New Delhi – for further action at their end.
3. Director/Superintending Engineer's at CWC (HQ), Field Office, Division Office of CWC for further necessary action at their end
4. Shri R A Kalaria, General Secretary, Ministerial Staff of Subordinate Offices of CWC, CWC, NH-IV, 1064, Type V, Faridabad 121001
5. Notice Boards in CWC (HQ), Sewa Bhawan, R K Puram, New Delhi – 2 copies
6. PS to CE (HRM)

अनुभाग अधिकारी (ए.सी.इ.अवर.)
Section Officer (APAR)
केन्द्रीय जल आयोग
Central Water Commission
एन.डी.ए. नई दिल्ली

1/2/17

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Annex-I**List of gaps in APAR folders of Steno Grade I & II, Store Keeper and Junior Translator of CWC Subordinate Offices cadre from 01.04.2008 to 31.03.2016****I. SERVING EMPLOYEES**

Sl. No.	Name (S/Shri/Smt/Ms)	Designation	DoB	Employee Code	APAR /NRC	Period of gaps
10.	BIRENDRA KUMAR SINGH	Steno Gr. II	16.01.1958	031982001	APAR	01.04.2013-31.03.2014 01.04.2014-31.03.2015 01.04.2015-31.03.2016
11.	S. C. B. RAO	Steno Gr. II	22.08.1958	031983005	NRC	01.04.2014-30.06.2014
12.	HIRAK CHAUDHURI	Steno Gr. II	28.01.1969	031993007	NRC	01.04.2014-09.05.2014
13.	VISHWAJEET KUMAR	Steno Gr. II	15.04.1982	032006002	NRC	21.07.2011-22.07.2011
14.	V. RAMAMURTHY	Steno Gr. II	10.08.1958	031983003	NRC	06.11.2011-14.11.2011 01.09.2014-14.09.2014
15.	SHAM LAL	Steno Gr. I	09.09.1961	031988001	NRC	12.08.2011-15.08.2011 01.09.2012-13.09.2012 01.04.2014-01.06.2014
16.	R. C. SETHI	Steno Gr. I	23.10.1959	031982003	NRC	01.04.2011-27.04.2011
17.	REKHA TALPATRA	Store Keeper	19/06/1960	031986012	NRC APAR	02.09.2011-16.10.2011 01.04.2008-31.03.2009

RETIRED EMPLOYEE

18.	BHUPENDRA KUMAR RATHOD	Junior Translator	24.12.1954	031980001	APAR	01.04.2014-31.12.2014
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[Signature]
26/07/2017
अनुभाग अधिकारी (ए.पी.ए.आर.)
Section Officer (APAR)
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