

**MOST IMMEDIATE**

No.A-28012/02/2016-CLS-I  
Government of India / Bharat Sarkar  
Ministry of Labour and Employment / Sharam aur Rozgar Mantralaya

New Delhi, dated 15 March, 2016

**OFFICE MEMORANDUM**

Subject :- Submission of Annual Performance Appraisal Reports (APARs) for the year **2015-16** of CLS officers –reg.

The undersigned is directed to invite the attention of all Central Labour Service Officers as well as the participating Ministries/Departments/Organisations of Central Labour Service to DOP&T's O.M. No.21011/02/2009-Estt.(A) dated 16/02/2009 and O.M. No.21011/1/2005-Estt(A)(Pt-II) dated 23/07/2009 on timely preparation and proper maintenance of APARs and to say that it has been observed that the ACRs/APARs of a large number of CLS Officers are not being completed and sent to this Ministry in time, despite the time schedule prescribed in the DOP&T's guidelines. A copy of the DOP&T's guidelines dated 16/02/2009 and 23/07/2009 are enclosed for ready reference.

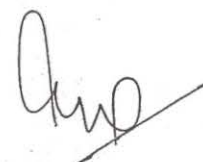
2. It has also been observed that in some cases, the APARs of CLS Officers are written in a very casual manner without following the instructions issued by the DOP&T for completing/writing the APARs and also do not contain the Disclosure Certificate. Such incomplete and inaccurate APARs are being sent back to the respective Ministries/ Departments/Organisations for rectification of deficiencies, resulting in unwanted delays in completion of ACRs/APARs of the Officer concerned. It may be appreciated that delay in furnishing the APARs within the prescribed time limit/ incomplete APARs will only result in delays in holding meeting of the Departmental Promotion

11

Committee/Screening Committee for grant of Non-Functional Upgradation, etc..

3. In order to avoid unnecessary correspondence and delays, a Check-List for the convenience of the administrative authorities in the participating Ministries/ Departments/Organizations of Central Labour Service has been prepared and enclosed. The Check-List is aimed at facilitating the Ministries/Departments/ Organizations to ensure that the guidelines are strictly followed before forwarding the APARs to this Ministry (CLS-I Section). A list of CLS Officers posted in various Ministries/ Departments/Organisations are enclosed.

4. All the participating Ministries/Departments/ Organisations of Central Labour Service are requested to ensure that the APARs for the current year **2015-16** in respect of Central Labour Service Officers are sent to this Ministry, duly completed taking into account the Check List and **strict compliance of the Time Schedule** is adhered to. It is also requested that the pending ACRs/APARs in respect of CLS officers for earlier years which has been uploaded in this Ministry's Website may also be sent or 'No Report Certificate' with valid reasons sent to this Ministry, on priority.



(S.K. Singh)

Under Secretary to the Govt. of India

Tele:- 011- 23766903

Copy to:-

- 1) All Central Labour Service Officers posted in various Ministries/ Departments/ Organisations – for strict compliance.
- 2) All the Establishments/Organisations concerned.
- 3) The DGLW, Ministry of Labour & Employment, Jaisalmer House, New Delhi.
- 4) The CLC(C), Ministry of Labour & Employment, New Delhi

- 5) Director General of Works, CPWD, Nirman Bhavan, New Delhi.
- 6) Director General Ordnance Factory Board, S.K. Bose Marg, Kolkata
- 7) Labour Welfare Commissioner (Central), Director General Quality Assurance, 'G' Block, Ministry of Defence, New Delhi-110011.
- 8) Labour Welfare Commissioner (Central), Naval Headquarters, Ministry of Defence, 'A' Block, New Delhi-110011.
- 9) Labour Welfare Commissioner (Central), MGO's Branch, Ministry of Defence (Army), Wing-IIInd, Block-3, 1st Floor, R.K. Puram, New Delhi.
- 10) Labour Welfare Commissioner (Central), Defence Research Development Organisation, DRDO Bhavan, New Delhi-110011.
- 11) Ministry of Health & Family Welfare, (Central Hospitals), Nirman Bhavan, New Delhi.
- 12) Directorate of Printing, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- 13) The Bharat Sanchar Nigam Limited, Corporate office, New Delhi.
- 14) The Director, V.V. Giri National Labour Institute, P.B. No. 68, Sector 24, Noida-201301.
- 15) The General Manager, Delhi Milk Scheme, Near Shadipur Depot, Patel Nagar West, New Delhi-110008.
- 16) The Director, Surveyor General of India, Hathibarkala, P.B.No.28, Dehradun – 248001.
- 17) The Director, Postgraduate Institute of Medical Education & Research (PGIMER), Sector-12, Chandigarh-160012.



**CHECK LIST**

Guidelines to be ensured while recording APARs of Central Labour Service Officers.

- a) The APAR has been initiated in the proper format issued by the Ministry of Labour & Employment (CLS-I section), which is available on the website of this Ministry.
- b) The Reporting year as well as period of the APAR has to be indicated clearly.
- c) The APARs should be completed by the Reporting/ Reviewing Authorities according to the instructions issued by the Ministry vide O.M. No.A-28019/1/98-CLS-I dated 03/02/1998 read with O.M. No.A-28019/1/2001-CLS-I dated 08/03/2002.
- d) All the columns are to be properly filled up by the Officer reported upon, the Reporting Officer and the Reviewing Officer:
- e) It bears the signature of the Officer reported upon and the signature & stamp of the Reporting and Reviewing Officers at appropriate places:
- f) The numerical Grading with reference to prescribed weightage has been calculated correctly:
- g) If the final grading in the APAR is being upgraded/down-graded by the Reviewing Officer, whether he has indicated grading for each attribute under Sections (A), (B) & (C) in Part-3 of the APAR and appended his initials against such grading;
- h) If the APAR could not be reported/reviewed, No Report Certificate/No Review Certificate with reasons is affixed.
- i) The instructions contained in DOPT's O.M. No.21011/1/2005-ESTt.(A)(Pt.II) dated 14/05/2009 and No.21011/1/2010-ESTt.A dated 13/04/2010 have been adhered to;
- j) Disclosure certificate has been duly stamped and authenticated on the front page of APAR.

- 14
- k) All CLS Officers will submit self appraisal to the Reporting Officer under a Cover Note and endorse a copy of the same to this Ministry. Similarly, the concerned Reporting Officer after reporting the APAR, will also submit the same to Reviewing Officer under a Cover Note and endorse a copy to this Ministry.
  - l) The APAR is complete in all respects and has been forwarded to CLS-I Section, Ministry of Labour & Employment under the signature of an authorised Officer within the laid down Time Schedule, without fail.

\*\*\*\*\*