

F. No. A-28012/01/2025-CLS.I
Government of India
Ministry of Labour and Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Date: 19.03.2025

OFFICE MEMORANDUM

Subject: Seeking details of Reporting and Reviewing officers of CLS officers for generating their APAR for the year 2024-25- reg.

The undersigned is directed to refer to DoPT's time schedule for preparation/ completion of APAR and to state that details of Reporting and Reviewing officers of the CLS officers (list enclosed) posted in the respective organization may be forwarded in the enclosed format by **21.03.2025** through email at cls1-mole@gov.in to enable this Ministry to generate their APAR for the year 2024-25.

Enclosure: As Above



(Dhananjay Sharma)
Under Secretary to Govt. of India
Tel. No. 011-23711582

To,

1. Ministry of Health & Family Welfare (Central Hospitals), Nirman Bhavan, New Delhi
2. Director General of Works, CPWD, Nirman Bhavan, New Delhi
3. Directorate of Printing, Ministry of Urban Development, Nirman Bhavan, New Delhi
4. Department of Revenue, Ministry of Finance (Gazipur & Neemuch Factory) North Block, New Delhi
5. The Concerned officers with a request to follow up the matter with their establishments/ offices to ensure that the required details are provided within a stipulated time

**Time schedule for preparation/completion of APAR
(Reporting year- Financial year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR	21 st September

	(a) where there is accepting authority for APAR	06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

**List of officers whose Reporting and Reviewing officers' details required
for Generation APAR for the year 2024-25**

Sl. No.	Name of the Officer (Shri/Ms./Smt.)	Present posting	Time Period
M/o Health & Family Welfare			
1.	Atul Singh	DLWC(C), Safdarjang Hospital, New Delhi	01.04.2024 – 04.09.2024
2.	Sachin Kumar	DLWC(C), RML, New Delhi	01.04.2024 – 31.03.2025
3.	Shammi J. Tigga	DLWC(C), Lady Harding Medical College, New Delhi	01.04.2024 – 31.03.2025
4.	Aman Toppo	ALWC(C), Central Institute of Psychiatry	01.04.2024 – 31.03.2025
M/o Housing & Urban Development			
5.	Ms. Shubhra Tyagi	DLWC(C), CPWD(CE), NDZ-II, New Delhi	01.04.2024 – 31.03.2025
6.	Dipali Choudhury	DLWC(C), CPWD(CE), NDZ-III, New Delhi	01.04.2024 - 31.03.2025
7.	Diwan Chand	DLWC(C), CPWD, Chandigarh	01.04.2024 - 31.03.2025
8.	Chiranjeev Saikia	DLWC(C), CPWD, Guwahati	01.04.2024 - 31.03.2025
9.	S. Antony Adimai	DLWC(C), CPWD, Chennai	01.04.2024 - 31.03.2025
10.	Vishal K. Khare	DLWC(C), CPWD, Mumbai	01.04.2024 - 31.03.2025
11.	Santosh Kumar Sethy	DLWC(C), CPWD, Kolkata	01.04.2024 - 31.03.2025
12.	Bhanu S. Rathore	DLWC(C), CPWD, Bhopal	01.04.2024 - 31.03.2025
13.	Kadam Singh	DLWC(C), GIP, New Delhi	01.04.2024 - 31.03.2025
14.	P.J..Tirkey	ALWC(C), CPWD, Patna	01.04.2024 – 31.03.2025
15.	Ashwani Mani Tripathi	ALWC(C), GIP, New Delhi	01.04.2024 – 31.03.2025
16.	Ravi Shanker Kumar	ALWC(C), GIP, Kolkata	01.04.2024 – 31.03.2025
D/o Revenue, M/o Finance			
17.	Sanjay Kumar Yadav	ALWC(C), Govt. opium & Alkaloid Factory, Gazipur	01.04.2024 – 31.03.2025
18.	Mahaveer Prasad Meena	ALWC(C), Govt. opium & Alkaloid Factory, Neemuch	01.04.2024 – 31.03.2025
Ministry of Labour and Employment			
19.	Rakesh Gaur	Deputy Director	01.04.2024 - 31.03.2025
20.	Md. Razi Alam Khan	Deputy Director	22.04.2024 – 31.03.2025
21.	Manikandan. N	Deputy Director	01.04.2024 - 31.03.2025
22.	Kanhu Charan Sahu	Deputy Director	01.04.2024 - 31.03.2025
23.	Swapnil Singh Thakur	Assistant Director	01.04.2024 – 09.10.2024

