

File No.A-28012/01/2024-CLS-1
Government of India
Ministry of Labour & Employment

Shram shakti Bhawan, Rafi Marg
New Delhi, dated 03rd April 2024

OFFICE MEMORANDUM

Subject:- Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2023-24 of CLS Officers-reg.

The undersigned is directed to refer to this Ministry's OM No. A-28012/01/2022 dated 13.04.2022 prescribing timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2023-24 and to state that the aforesaid timelines prescribed for recording and completion of APAR may be strictly adhered to. Further, no APAR will be acknowledged/accepted in any form, if the prescribed timeline (Annexure -I) is not followed.

2. In this connection, O/o CLC(C) and O/o DGLW are requested to generate APARs of the CLS officers posted in their organizations and ensure that the aforesaid timelines are followed for completion of their APARS.

3. CLS officers posted under MoH&U(CPWD & GIP), MoH&FW(Hospitals), MoF(Ghazipur & Neemuch, O&A Factories), MHA(A&N Islands), MoS&T(SGI), MoA&FW(DMS), Main Secretariat, MoLE are requested to forward details of their Reporting and Reviewing Authorities immediately in the attached format for generating their APARS for the year 2023-24.

4. CLS officers posted under IHQs of Defence (Army), IHQs of Defence (Navy). DGQA & DRDO are requested to get their APARS-2023-24 completed in all respects in physical format and forward the same along with Disclosure Certificate to this Ministry for manually uploading on the SPARROW Portal.

Encl: as above

(Dhananjay Sharma)

Under Secretary to the Government of India

To,

- (i) The CLC(C), New Delhi
- (ii) The DGLW, MoLE, Jaisalmer House, New Delhi
- (iii) Labour Welfare Commissioner (Central), Director General Quality Assurance, 'G' Block, Ministry of Defence, New Delhi-110011.
- (iv) Labour Welfare Commissioner (Central), Naval Headquarters, 'A' Block, Ministry of Defence, New Delhi-110011
- (v) Labour Welfare Commissioner (Central), MGO's Barnch, Ministry of Defence(Army), AGMP-4, West Block-iii, R.K. Puram, New Delhi.
- (vi) Labour Welfare Commissioner (Central), Defence Research Development Organization, DRDO Bhavan, New Delhi-110011.
- (vii) Secretary, MHA (A&N Islands)

- (viii) Directorate of Printing, Ministry of Urban Development, Nirman Bhavan, New Delhi
- (ix) Director General of Works, CPWD, Nirman Bhawan, New Delhi
- (x) Jr. Works manager, Per(G) Section, Directorate of ordinance(C&S), 10-A, S.K. Bose Marg, Kolkata-700001 (in respect of CLS offices who were posted in former Ordnance Factory Board)
- (xi) Ministry of Health & Family Welfare, (Central Hospitals), Nirman Bhavan, New Delhi.
- (xii) Department of Revenue, Ministry of Finance, North Block9 (in r/o Opium and Alkaloid Factories).

**Time Schedule for Preparation/Completion of APAR
(Reporting Year-Financial year)**

S.No.	Activity	Date by which the activity to be completed
1.	Distribution of blank APARs forms to all concerned	15 th April, 2024
2.	Submission of Self Appraisal to the reporting officer	30 th April, 2024
3.	Forwarding of report by reporting officer to reviewing officer	30 th June, 2024
4.	Forwarding of report by Reviewing Officer to Administration Section or CR cell or Accepting Authority	31 st July, 2024
5.	Appraisal by accepting authority, Wherever applicable	31 st August, 2024
6.	(a) Disclosure to the officer reported upon when there is no accepting authority	01 st September, 2024
	(b) Disclosure to the officer reported upon when there is accepting authority	15 th September, 2024
7.	Receipt of representation, if any, on APAR	15 days from the receipt of communication
8.	Forwarding of representation to competent authority	
	(a) Where there is no accepting authority for APAR	21 st September, 2024
	(b) Where there is accepting authority for APAR	06 th October, 2024
9.	Disposal of representation by the competent authority	Within 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, 2024
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November, 2024

