

Speed Post

Most Immediate / Time Bond

No.20-10/2010-Min.Esst/Vol-2 2168

Government of India

Ministry of Water Resources

Central Ground Water Board

Bhujal Bhawan

NH IV, Faridabad-121001

Dated:

~~1 APR 2018~~

12 APR 2018

To

1. **The Regional Director**
Central Ground Water Board
WCR, Ahmedabad/ NWR, Chandigarh/ NR, Lucknow/ SECR, Chennai/
MER, Patna/ CR, Nagpur/ NER, Guwahati/ NWHR, Jammu/ SR,
Hyderabad/ SER, Bhubneshwar/ WR, Jaipur/ NCR, Bhopal/ NCCR, Raipur/
SWR, Bangalore/ ER, Kolkata/ NHR, Dharamshasla/ UR, Dehradun/ KR,
Trivandrum
2. **The Executive Engineer**
Central Ground Water Board
Division I, Ahmedabad/ II, Ambala/ III, Varanasi/ IV, Chennai/ V, Ranchi/
VI Nagpur/ VII, Guwahati/ VIII, Jammu/ IX, Hyderabad/ X, Bhubaneshwar/
XI, Jodhpur/ XII, Bhopal/ XIII, Raipur/ XIV, Bangalore/ XV, Kolkata/ XVI,
Bareilly/ XVII, Dharamshala
3. **The Officer-Incharge**
Central Ground Water Board
State Unit Office, Jodhpur/ Pune/ Belgaum/ Shilling/ Agartala/ Itanagar/
Allahabad/ Vishakhapatnam/ Ranchi/ Sewa Bhawan, RK Puram, New Delhi
4. **The Head of Office**, Central Ground Water Authority, Jam Nagar House, New
Delhi
5. The Administrative Officer (Local Administration), CGWB, CHQ, Faridabad

Sub: Submission of Annual Performance Appraisal Reports in respect of all the officers / officials of all discipline (i.e. Ministerial, Engineering and Scientific Establishment) for the year 2017-18 (i.e. 01.04.2017 to 31.03.2018) - regarding

Sir,

It is stated that the Annual Performance Appraisal Reports for the year 2017-18 in respect of all the officers / officials of all discipline (i.e. Ministerial, Engineering and Scientific Establishment) are required to be submitted as per the following schedule.

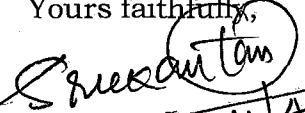
S. No.	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned i.e. should have been completed by 31 st March, 2018. If not completed to be done immediately. (Ensure record kept for future reference)	31 st March, 2018

2	Submission of self appraisal to Reporting Officer by officer / official to be reported upon	15 th April, 2018
3	Submission of report by Reporting Officer to Reviewing Officer	30 th June, 2018
4	Completion by Reviewing Officer and submission to the administration	31 st July, 2018

It is requested that steps may please be initiated to ensure completion of APAR reporting/reviewing as per schedule.

This issues with the approval of the Director (Administration).

Yours faithfully,



(SREEKANTAN V.)

Sr. Administrative Officer

Copy to: -

1. The Administrative Officer (Local Administration), CGWB, CHQ, Faridabad.
2. All Section Heads, CGWB, CHQ, Faridabad.
3. PA to Chairman, CGWB, CHQ, Faridabad.
4. PA to All Members, CGWB, CHQ, Faridabad.
5. PA to Director (Administration), CGWB, CHQ, Faridabad.
6. Notice Board.



(SREEKANTAN V.)

Sr. Administrative Officer