



No. X-20/12/2019-SPN-II
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001

Dated: 06th March, 2019

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD&M / Parcel / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi

Subject: Maintenance of APAR of Inspector Posts, Assistant Superintendent of Posts and Postal Services Group 'B' officers in Department of Posts.

Sir/Madam,

At present, APARs of Inspector Posts (IPs) and Assistant Superintendent of Posts (ASPs) are being maintained by their respective controlling authorities. APAR of an official is required at the time of convening DPC for promotion / grant of MACP. Such DPC in respect of IP/ASP is held either at Circle level or at Directorate level. While convening DPC at Directorate, it has been observed that collection of APARs takes considerable time leading to delay in convening DPC, which in turn delays promotion.

2. In order to make APAR dossiers easily accessible, it has been decided that henceforth APAR dossier of IP/ASP/PS Group 'B' officers shall be maintained at Circle Office. DPS(HQ) shall be the custodian of APAR dossiers of IP/ASP/PS Group 'B' officers of the concerned Postal Circle. Further, DPS(HQ) shall ensure timely completion of APAR of IPs/ASPs/PS Group 'B' officers as per the prescribed guidelines and shall apprise Head of Circle by 31st December every year.

3. It is clarified that changes mentioned above are only with respect to custody of APAR dossier and there is no change in the present system with respect to Reporting/Reviewing authority.

Centre for Excellence in Postal
Technology, Mysore-570 010

8 MAR 2019

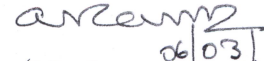
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4. Instructions contained in DoPT O.M. No. 21011/1/2005-Estt.(A)(Pt-II) dated 23.07.2009 regarding preparation and maintenance of APAR as amended from time to time should be strictly adhered to.

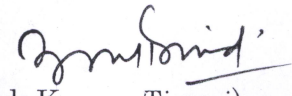
Yours faithfully,


06/03/2019
(Muthuraman C.)

Assistant Director General (SPN)

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Sr. DDG (Vigilance) & CVO / Sr. DDG(PBI)
5. All Deputy Directors General
6. All recognized Federations / Unions / Associations
7. GM, CEPT for uploading the order on the India Post website.
8. Guard File
9. Spare copies.


(Alok Kumar Tiwari)
Section Officer (SPN-II)

