

18 Feb 2011

MINISTRY OF DEFENCE
DGAQA/ADMIN-III

OFFICE ORDER No. 01/2011

1. Shri Anil Kumar, PA DG Secretariat is assigned the following Charter of Duties :-

(a) Maintenance of Annual Performance Appraisal Reports (APARs) dossiers of DAQAS officers and JSOs.

(b) Receipt of APARs and issue of acknowledgement to the establishment.


(c) Issue of photocopies of the full APAR to the ratee officer under registered post acknowledgement due.

(d) Obtain receipt of APAR from ratee officer.

(e) Once action from (a) to (d) are completed, receipts received from ratee officer to be forwarded under covering note to JD (Pers), Admin-I

2. Guidelines for communication of APAR to ratee officers after 01 Apr 2008, as stipulated vide DOP&T OM No. 21011/1/2005-Estt(A) (Pt-II) dated 14 May 2009, ~~is~~ enclosed for strict compliance.

3. This has the approval of Director General, AQA.


(RA Sehgal)
Director (Admin)

Shri Anil Kumar, PA - for compliance
DG Secretariat