

Please circulate to each of the officers as above upload in MNRE website and intranet.

F. No. 5(1)/2000-GM  
Government of India

Ministry of Heavy Industries and Public Enterprises  
Department of Public Enterprises

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Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated the 9<sup>th</sup> December, 2015

OFFICE MEMORANDUM

Subject: Procedure and Guidelines for writing Annual Performance Appraisal Reports (PARs) of top management incumbents of Central Public Sector Enterprises (CPSEs)

The undersigned is directed to state that this Department has laid down the guidelines and procedure for writing of Annual Performance Appraisal Reports of top management incumbents (Board level functionaries and E9/E8 level executives) of CPSEs vide DO letter dated 5<sup>th</sup> April, 2010 and O.M. No. 18(1)/2013-GM dated 2<sup>nd</sup> March, 2015 (available on DPE's website). These guidelines, inter-alia, prescribe the following schedule of commencement and completion of PARs of top management incumbents.

S. No.	Activity	Cut-off Date <sup>1</sup>
i)	Finalization of targets and relative weights by the Reporting Authority in consultation with the officer reported upon and sending a copy thereof to the Nodal officer for record	15 <sup>th</sup> May
ii)	Nodal Officer will circulate one copy of blank PAR form to the officer reported upon specifying the Reporting, Reviewing and Accepting Authorities	31 <sup>st</sup> July
iii)	Submission of the PAR form after self-appraisal by the officer reported upon to the Reporting Authority under intimation to the Nodal officer	31 <sup>st</sup> October
iv)	Submission of the PAR form after appraisal by the Reporting Authority to the Reviewing Authority under intimation to the Nodal officer	15 <sup>th</sup> November
v)	Submission of the PAR form after review by the Reviewing Authority to the Accepting Authority under intimation to the Nodal officer	30 <sup>th</sup> November
vi)	Furnishing of the PAR form after appraisal by Accepting Authority to the Nodal officer	15 <sup>th</sup> December
vii)	Disclosure of the PAR to the officer reported upon by the Nodal officer	31 <sup>st</sup> December
viii)	Submission of representation, if any, by the officer reported upon to the Nodal officer	15 <sup>th</sup> January

<sup>1</sup> Cut-off date will be in the year following the financial year for which PAR is written except for S. No. (i) where the cut-off date mentioned is 15<sup>th</sup> May of the Reporting year. In case these dates fall on holidays, the cut-off date will be automatically extended to the next working day.

Secretary, MNRE  
Dy. No. S.7/2  
IN  
OUT: 12/12/15

Dy. No. 494/Dir(Cr)g  
14/12/2015

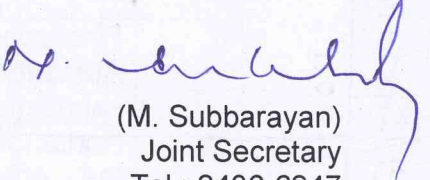
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ix (a)	<u>If no representation is received:</u> The PAR as disclosed to the officer reported upon should be treated as final and forwarded to the concerned PAR Repository Authorities by the Nodal officer	31 <sup>st</sup> January
ix (b)	<u>If representation is received:</u> The Nodal officer shall put up the representation before the Accepting Authority for disposal in consultation with a committee of senior officers and with the Reporting/Reviewing Authority as may be required.	28 <sup>th</sup> February
ix (c)	Nodal officer shall make necessary entries in Section VI of the PAR about the final decision of the Accepting Authority on the representation and disclose the same to the officer reported upon	15 <sup>th</sup> March
ix (d)	Nodal officer will forward the completed PAR in original to the concerned PAR Repository Authorities and complete the process	31 <sup>st</sup> March

3. It has been brought to the notice of this Department that the instructions issued in by DPE stipulating the above time limits are not being adhered to by some of the Board level functionaries of CPSEs.

4. All administrative Ministries/Departments are requested to ensure strict compliance with stipulated time lines for commencement and completion of PARs by Board level functionaries of CPSEs under their respective administrative jurisdiction.

  
(M. Subbarayan)  
Joint Secretary  
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