

**TIME BOUND
REMINDER**



**CENTRAL POLLUTION CONTROL BOARD,
DELHI-110 032.**

No.C-24013/26/2016-Admn.(P)/
268

May 4th, 2017
5

OFFICE MEMORANDUM

Sub: Completion of APARs - Regarding.

This has reference to OM of even number dated 06.04.2017 forwarding APARs of all the employees and timely submission of APAR for the period 2016-17. As per time schedule, the date of submission of report by the Reporting officer to the respective Reviewing Officers is 30th June, 2017 and to the Administration(P) Division on or before 31.07.2017.

FCS meeting is to be convened and APARs for the year 2016-17 are mandatory at the time of assessment. It is, therefore, requested to kindly send the APARs duly completed at your end within 15 days of receipt of this O.M. so that FCS meeting could be convened shortly.

**(R.D. Pandey)
Administrative Officer(P)**

To

1. **All Divisional Heads at HO & Incharges Regional Directorate /Project offices of CPCB.** : **With a request to circulate it amongst all the officers and staff working under Them.**
2. **Incharge, IT Division** : **To kindly upload it on CPCB website.**