

File no. EP 4(1)/2015/pt.
FOOD CORPORATION OF INDIA
HEADQUARTERS
16-20, BARAKHAMBA LANE,
NEW DELHI.

Date 19.06.2018

(Circular No. E.P 4-2018-11)

Subject: Submission of Self-Appraisal to the reporting officer in time.

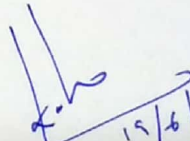
Reference is invited to Circular no. EP-04-2015-22 dated 29.12.2015 vide which the schedule of date for the preparation of APAR was circulated.

It has been observed that some of the officers fail to adhere to the prescribed timeline as contained in the circular cited above and submit their self appraisal very late despite repeated persuasion and by that time the Reporting/Reviewing/Accepting are retired/Relieved from the services.

In order to ensure adherence of the timeline by the officers, competent authority has approved that if the officers themselves do not submit their self appraisal in time to their reporting officers then "No Report Certificate" will not be issued and it may affect their promotion prospects.

The timeline given in Circular No.EP-04-2015-22 dated 29.12.2015 is for strict adherence.

This issue with the approval of C&MD.


(Devesh Kumar Yadav)
General Manager (PE)

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