

**GOVERNMENT OF RAJASTHAN
OFFICE OF THE INSPECTOR GENERAL, REGISTRATION & STMAPS DEPTT.,
RAJASTHAN, AJMER.**

No. F2 ACR/2012/1-80

DATE :20.01-2012

CIRCULAR

It has been observed that inspite of the instructions issued from time to time regarding submission of APARs, the APARs are not submitted timely to the reporting officers. Reporting Officers also in many cases do not fill up the required entries and send it upwards. Non availability of APARs in time creates difficulties in organising DPC meetings in time. Therefore, it has now been decided that all officers/officials whose APARs accepting authority is Inspector General henceforth will be given blank APARs forms from this office. These officers after filling up Part-I of APAR will send the dully filed up APARs to this office again instead to their reporting office. Incompliance of these instructions blank APAR form is enclosed herewith for necessary action at your end. It may be ensured that after filling up part-I of APAR it must reach the Inspector General Registration & Stamps Department, Raj Ajmer office by 30th April, failing which the APAR will be initiated by this office itself.

APAR received will be sent to the reporting officer by this office and reporting office after recording his comments would sent the APAR again to this office up to 31st May. This office would then send the APAR to Reviewing officer who would thereafter send the APARs after recording his comments to this office by 30th June.

An adverse entries would be made in APARs of those Reporting/Reviewing officers who fail to sent the APARs in time frame prescribed. This order will take immediate effect APARs of financial year 2011-12 there would be dealt as per this order only.

- 11 -


**INSPECTOR GENERAL,
REGISTRATION & STMAPS DEPTT.
RAJASTHAN, AJMER.**

No. F2 ACR/2012/1-80

DATE :20.01-2012

COPY TO THE FOLLOWING FOR INFORMATION & NECESSARY ACTION :-

1. All Dy. Inspector General, Registration & Stamps Deptt. Rajasthan.
2. All Sub Registrar, Rajasthan.


**ADDL. INSPECTOR GENERAL,
REGISTRATION & STMAPS DEPTT.
RAJASTHAN, AJMER.**