

No.1/13/89/GA/Vol.I/PART/2164  
U.T. Administration of Daman & Diu  
Department of Personnel & Administrative  
Reforms, Secretariat,  
Moti Daman – 396 220.  
e-mail : [pers-dd@nic.in](mailto:pers-dd@nic.in)

Dated: 05/11/2015

**Sub :** Induction performance in APAR on disposal of application under SSS.  
**READ :** Circular No.1/13/89/GA/Vol.I/PART/2934 dated 22.11.2011

**C I R C U L A R**

The Department of Personnel & Administrative Reforms, Daman vide circular no. 1/13/89/GA/Vol.I/PART/2934 dated 22.11.2011, issued instructions about "Procedure for Reporting & Reviewing" of APAR in UT of Daman & Diu.

It is further impressed upon all Reporting and Reviewing Officers that, while reporting and reviewing Annual Performance Assessment Report of Head of Office, the performance in Samay Sudhini Seva should be reflected in the APAR of the concerned Head of office and the grading shall be awarded keeping in view the performance in a Samay Sudhini Seva of concerned Head of Office.

This is issued with the approval of the Competent Authority.

  
(P. S. Jani)

Additional Secretary (Pers.)

To  
All Heads of Office,  
Daman

Copy to:

1. The Collector, Diu with a request to circulate the same to all the Heads of Office in Diu District.
2. The SIO, NIC, Daman for uploading in the website.
3. The Deputy Secretary (Personnel), Secretariat, Dadra & Nagar Haveli, Silvassa for information and necessary action.