

No. CDR-II/551/03/2017
Ministry of External Affairs
PSP Division

Patiala House Annexe
Tilak Marg, New Delhi
12 April 2019

CORRIGENDUM

Subject:- Correction in Annual Performance Appraisal Reports (APARs).

Reference Ministry email dated 12.03.2019 forwarding therewith APAR forms of all Officials (PO, DPO, APO, Sr. Supdt., Supdt., Assist. Supdt., JHT, Stenographer, SPA, JPA, OA & Driver). The last page of the APAR mentioning the Reporting & Reviewing Officer may be read as under:

Sr. No.	Officer reported upon	Reporting Officer	Reviewing Officer
1.	PO(Joint Secretary Level)	Secretary (CPV) & OIA	Foreign Secretary
2.	PO (Director Level)	JS (PSP) & CPO	Secretary (CPV) & OIA
3.	PO/DPO (All head of offices of the rank of DS & below)	Director (PSP)	JS (PSP) & CPO
4.	DPO (Not Head of the Office)	PO	Dir.(PSP)
5.	APO	DPO/PO	PO/Dir.(PSP)
6.	Senior Superintendent	APO/DPO/PO	DPO/PO/Dir.(PSP)
7.	Superintendent	APO/DPO/PO	DPO/PO/Dir.(PSP)
8.	Stenographer (Personal staff of PO, Driver)	Head of the Office	Head of the Office
9.	Assistant Superintendent, Hindi Translator, Senior Passport Assistant, Junior Passport Assistant, & Office Assistant	Supdt./Sr. Supdt./APO/DPO/PO	Sr. Supdt./APO/DPO/PO

(This above is subject to the availability of officers at higher level in individual Passport Office)

2. The other contents in the APAR forms are unchanged.
3. This issues with the approval of Competent Authority.

Yours faithfully,



(Daya Krishan)
Deputy Passport Officer (Cadre)

Copy to:

1. All Passport Offices.
2. Principal Consultant and Head Technical, PMU with the request to upload the APARs on PSP Portal.