

**Most Immediate/
Out Today**

No. A-1016/01/2019-D
Government of India
Ministry of Health and Family Welfare
Central Drugs Standard Control Organization
(Drugs Section)

FDA Bhawan, New Delhi
Dated: the 17th February, 2020.

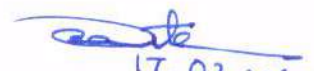
CIRCULAR

Subject: Submission of certified copy of Annual Performance Appraisal Report (APAR) for consideration for promotion, confirmation, grant of MACP etc. to CDSCO(HQ) – reg.

The undersigned is directed to say that all Zones/Laboratories/Ports under CDSCO(HQ) while forwarding copies of APAR/APAR dossiers for grant of promotion, confirmation, MACP, etc. has to ensure that each page of the documents are dully attested/certified.

2. It has been observed that photocopy of the APARs of the officers of Zones/Sub-Zones/labs/Ports are being received in the Headquarter without being certified by the concerned head/competent authority.

3. In view of the above, it has been decided that all heads of Zones/Laboratories of CDSCO must ensure that each page of APAR should be duly certified for consideration, failing which the photocopies of APAR/APAR dossiers may not be entertained for grant of promotion, confirmation, MACP, etc.


17.02.2020
(T. Baite)

Section Officer (Admn.)

To
All Heads of Zones/Laboratories/Ports under CDSCO (by name).

Copy to: —
Shri David Kamsuan, TDA(IT), CDSCO (HQ) for uploading the same in the website of CDSCO.