

F. No. 18(1)/2013-GM  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Public Enterprises

Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated the 28<sup>th</sup> March, 2017

**OFFICE MEMORANDUM**

Subject: Writing of Annual Performance Appraisal Reports (APARs) of top management incumbents of CPSEs

The undersigned is directed to refer this Department's O.M. dated 16<sup>th</sup> September, 2016 (copy enclosed) on the subject mentioned above and to state that in order to correlate the earlier and the new system of award of MoU scores and to ensure that the overall grades are properly calculated in APARs for the year 2015-16, the following revised table is prescribed for entering the MoU score in APARs for the year 2015-16.

MoU score for 2015-16*	Score to be used for APAR 2015-16*
100 - 87.50	1.00 - 1.50
87.49 - 67.50	1.51 - 2.50
67.49 - 37.50	2.51 - 3.50
37.49 - 12.50	3.51 - 4.50
12.49 - 0	4.51 - 5.00

\* for MoU score of intervening values, the corresponding MoU score may be calculated on pro-rata basis

2. All administrative Ministries/Departments are requested to take note of the above decision and bring it to the notice of CPSEs under their respective administrative control for information and compliance.

Encl : As stated



(B.N. Mishra)  
Director  
Tel : 2436-0624

Secretaries of all administrative Ministries

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Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated the 16<sup>th</sup> September, 2016

**OFFICE MEMORANDUM**

Subject: Writing of Annual Performance Appraisal Reports (APARs) of top management incumbents of CPSEs

The undersigned is directed to refer this Department's D.O. letter No. 5(1)/2000-GM dated 5<sup>th</sup> April, 2010 prescribing the guidelines and procedure for writing of Annual Performance Appraisal Reports (APARs) of top management incumbents of CPSEs.

2. The MoU Composite score as conveyed by DPE are required to be entered in Section II (2) and Section III (6) of the form of APAR prescribed vide above-referred extant guidelines dated 5.4.2010.

3. The system of award of MoU composite score and MoU ratings has been changed for the year 2015-16 vide DPE OM No. M-03/0012/2014-DPE(MoU) dated 16<sup>th</sup> December, 2014. In order to correlate the earlier and new system of award of MoU composite score and to ensure that the overall grades are properly calculated in APARs for the year 2015-16, the following revised table is prescribed for entering MoU composite score in APARs for the year 2015-16.

MoU Composite Score for the year 2015-16*	Corresponding MoU score to be used for APAR 2015-16*
100 – 90	1.00 - 1.50
89.99 – 70	1.51 - 2.50
69.99 – 50	2.51 - 3.50
49.99 – 30	3.51 - 4.50
29.99 – 20	4.51 - 5.00

\* for MoU composite score of intervening values, the corresponding MoU score may be calculated on pro-rata basis. For example, the MoU composite score of 95 will correspond to MoU score of 1.25 to be used for APAR for the year 2015-16

4. All administrative Ministries/Departments are requested to bring the above decision to the notice of CPSEs under their respective administrative control for information and compliance.

  
(Rajesh K Chaudhry)  
Joint Secretary  
Tel : 2436-0672

To all administrative Ministries/CPSEs