GOVERNMENT OF NAGALAND  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(VIGILANCE BRANCH)  

NO. PER/VIG-5/3/01  

OFFICE MEMORANDUM  

Sub:- Revision of APAR format.  

It is hereby to bring to the notice of all AHODs/HODs that revision has been made to the existing APAR format as follows:  

1. Insertion of column 4 under Section – IV as: “Pen picture by reporting Officer. Please comment on the overall qualities and competence of the officer reported upon”  
2. Substitution of the words “in backward areas” as “the weaker sections” in column 3 of Section – V  

Therefore, this revised format shall be followed with effect from April 2016 for all State Government employees.  

Sd/- PANKAJ KUMAR, IAS  
Chief Secretary to the Government of Nagaland  

Copy to:-  
1. The Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.  
2. The Principal Secretary to the Chief Minister, Nagaland.  
3. The O.S. D. to the Chief Secretary, Nagaland, Kohima.  
4. The P.S to speaker/Deputy Speaker, Nagaland Legislative Assembly, Nagaland.  
5. The P.S to all Minister, Nagaland Kohima  
7. The Commissioner & Secretary, IT&C, Nagaland with a request to upload the revised APAR format in the Government website.  
8. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission, Nagaland, Kohima.  
9. All Heads of Departments Nagaland  
10. All Nagaland Houses  
11. All Deputy Commissioner/Addl. Deputy Commissioner, Nagaland.  
12. The SIO, NIC, Nagaland.  
13. The Publisher, Nagaland Gazettee, Kohima, Nagaland.  

(Sehkholun)  
Deputy Secretary to the Govt. of Nagaland  

(SEHKHOLUN)  
23/10/16.