

AKUE.

6th September, 1999.

CIRCULAR LETTER TO:

The Head of Service,

All Permanent Secretaries and

Head of Non-Ministerial Departments.


RENDITION OF ANNUAL PERFORMANCE EVALUATION
REPORTS (APER)

For quite sometime, this Commission has received promotion briefs from Ministries/Non-Ministerial Departments without the Annual Performance Evaluation Report gradings of some officers. The refusal of some Civil Servants in their Ministries/Departments to complete and submit their Annual Performance Evaluation Report Forms promptly, have caused unnecessary delays in conducting promotion exercises for Officers in such cadres.

2. After due consideration of this unwholesome practice, the Civil Service Commissioners have decided that the indulgence must stop forth-with. Consequently, I am to make it abundantly clear to all officers in the State Civil Service that it is their primary responsibility to complete and submit APER forms and to ensure that the Head of their Departments or cadres countersign the forms in line with the Civil Service Commission's Regulation 70.

3. Henceforth, all Heads of Departments are enjoined to ensure the completion of the APER forms while officers who deliberately refuse to complete same should be issued with queries and the representations forwarded to the Commission for disciplinary action.

4. Kindly give this circular letter the widest publicity it deserves among your staff.


High Chief J.M. Magi,
Permanent Secretary,
Civil Service Commission.