



OFFICE OF THE DIRECTOR GENERAL OF POLICE, U.T. CHANDIGARH
ADDL. DELUX BUILDING, SECTOR - 9 CHANDIGARH-160009
Telephone: 0172-2760649 Email: phq-ehrms@chd.gov.in

URGENT / TIME-BOUND
REMINDER-II

Memo No. 42520-60 /UT/EHRMS dated Chandigarh the:- 28-07-26

**Subject: APAR 2025-26 – Reporting Stage – Only 50% Compliance – Final
Reminder – Reg.**

Reference: This office Memo No. 40665-99/UT/e-HRMS/2026 dated
20.07.2026.

This is to bring to your notice that despite the previous reminder, the
Reporting Stage of APAR 2025-26 stands at only approximately 50% compliance.
31.07.2026 is the final due date and no extension will be given.

As per DoPT OM No. 21011/02/2009-Estt.(A) dated 16.02.2009, timely
writing/reviewing of APAR is a public duty, and any delay is to be viewed
seriously by the Cadre Controlling Authority.

All Inspectors, SHOs, Unit In-charges and DSPs (Reporting Officers)
are directed to **complete pending APAR reporting for ALL subordinates by 4:00
PM tomorrow, i.e - 29.07.2026, without fail** – by any means.

Compliance status, officer-wise, is being compiled for submission to
the Home Secretary, Chandigarh Administration. This is the last reminder – no
further notice will be issued.

This may be treated as MOST URGENT.

Yours faithfully,

(Mohan Lal Kalra)

Superintendent Admin,
for Sr. Superintendent of Police, Hqs
Union Territory, Chandigarh

Copy to:

1. All SSPs/SPs --- for kind information & Necessary action.
2. All DSPs/SDPOs/SHOs/),--- for information and necessary action.
3. DDA(L), Ad.O, SO Accts.--- for information and necessary action.
4. Readers & PAs to all IPS Officers.
5. I/C Computer Section- to upload a copy of circular on the Chandigarh
Police Website.
6. Duty officer Control Room (to flash message thrice a day to all concern).