



भारत सरकार/ GOVERNMENT OF INDIA

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय/MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय/DIRECTORATE GENERAL OF SHIPPING

समुद्रीवाणिज्यविभाग, कोच्चि/MERCANTILE MARINE DEPARTMENT, KOCHI

08 JAN 2025

File No. MMDKO/9/2020-ADMN/ 19

Dt:.....

OFFICE ORDER NO.02/2025

Sub:- Submission of Annual Property Return (APR) and Annual Performance Appraisal Report (APAR) for the year 2024-2025-reg.

This is to inform all staff of MMD that they are required to submit the following documents to the concerned authority on or before **31st January, 2025.**

1. **Annual Property Return (APR)** as per the prescribed format in Hindi/English to Personnel Branch of DG shipping, Mumbai.
2. **Annual Performance Appraisal Report (APAR)** for the year 2024-2025 in a prescribed form for Reporting and Review upon from the competent authority.

All staff are directed to comply with this order and submit the required documents within the stipulated timeframe.

(J. Senthil Kumar)

Principal Officer-Cum-Jt.D.G(Tech)