

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR NON TEACHING STAFF

DEPARTMENT -------------------------------------------------------------------------------------

REPORT FOR THE YEAR/PERIOD ENDING ------------------------------------------------

Annexure-II

Time schedule for preparation/completion of APAR (Reporting year – Financial year)

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| **S.No.** | **Activity** | **Date by which to be completed** |
| 1. | Distribution of blank APAR forms to all concerned  ( i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given). | 31st March,  (This may me completed even a week earlier) |
| 2. | Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable). | 15th April |
| 3. | Submission of report by reporting officer to reviewing officer | 15th June |
| 4. | Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided | 31st July |
| 5. | Appraisal by accepting authority, wherever provided. | 31st August |
| 6. (a) | Disclosure to the officer reported upon where there is no accepting authority | 1st September |
| 6. (b) | Disclosure to the officer reported upon where there is accepting authority. | 15th September |
| 7. | Receipt of representation, if any, on APAR | 15 days from the date of receipt of communication. |
| 8. | Forwarding of representations to the competent authority. |  |
| 8.(a) | where there is no accepting authority for APAR. | 21st September |
| 8.(b) | where there is accepting authority for APAR. | 6th October |
| 9. | Disposal of representation by the competent authority. | Within one month from the date of receipt of representation. |
| 10. | Communication of the decision of the competent authority on the representation by the APAR Cell | 15th November |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record. | 30th November |

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