



F.No. NID-AP/Admin/147/2020/2022/342

Dt: 12.04.2022

OFFICE MEMORANDUM No: 3.

Subject: Submission of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officials for the year 2021-2022.

The timeline for recording and completion of APARs for the year 2021-2022 in respect of Group 'A', 'B' and 'C' officials is indicated below:

S. No.	Activity	Date by which to be completed
1	Submission of self-Appraisal to the reporting officer by officer to be reported	05 th May, 2022
2	Submission of report by reporting officer to reviewing officer	30 th June, 2022
3	Report to be completed by Reviewing Officer and to be sent to Administration or accepting authority.	31 st July, 2022
4	Appraisal by accepting authority.	31 st August, 2022
5	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	1 st September 2022 15 th September, 2022
6	Receipt of representation, if any, on APAR	15 days from the date of disclosure
7	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is accepting authority for APAR	21 st September 2022 6 th October, 2022
8	Disposal of representation by the competent authority	Within one month from the date of receipt of representation by the Competent Authority.
9	Communication of the decision of the Competent Authority on the representation by the Administration.	15 th November, 2022
10	End of entire APAR process, after which APAR will be finally taken on record	30 th November, 2022

In order to facilitate the employees, it is requested to submit the self-appraisal form in the sealed cover superscribing the name of the Employee, Designation, Department and signature of the Employee to the Admin office within the time schedule as given above for onward submission to Reporting and Reviewing Officers.

Encl: APAR forms

Copy to/ ప్రతिलిపి

1. Director's Office
2. Faculty/Staff

(G. B. Sankar)
Chief Administrative Officer /
मुख्य प्रशासनिक अधिकारी

