

F.No. NID-AP/Admin/2021/

Dated 7<sup>th</sup> June, 2021


**e-OFFICE MEMORANDUM**

**Subject: Timeline for submission of APAR for the year 2020-2021**

In pursuance of the DoPT OM No.21011/02/2015-Estt.(A-II)-Part.II dated 14/04/2021, time-schedule for recording and submission of APAR in respect of Group 'A', 'B' and 'C' officers for the Assessment Year 2020-21 is indicated below:

S.N.	Activity	Crucial Date
1	Submission of self-Appraisal to the reporting officer by officer to be reported	30 <sup>th</sup> June 2021
2	Submission of report by reporting officer to reviewing officer	31 <sup>st</sup> July 2021
3	Report to be completed by Reviewing Officer and to be sent to Administration or accepting authority.	31 <sup>st</sup> August 2021
4	Appraisal by accepting authority.	30 <sup>th</sup> September 2021
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	10 <sup>th</sup> September 2021 10 <sup>th</sup> October 2021
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	30 <sup>th</sup> September 2021 31 <sup>st</sup> October 2021
8	Disposal of representation by competent authority	Within one month from the date of receipt of representation by the competent authority.
9	Communication of decision of the competent authority on the representation by the Administration.	Within 15 days of finalization of decision by competent authority
10	End of entire APAR process, after which APAR will be finally taken on record	31 <sup>st</sup> December 2021

All the employees are requested to adhere to the above timeline scrupulously.

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

**Encl:** APAR Forms.

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2. Staff & Faculty