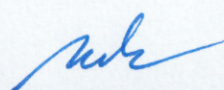


**Annexure-I**

**Time Schedule for preparation/completion of Annual Performance Assessment Report**

(Reporting Year)

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 to be given).	01 <sup>st</sup> June
2	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable).	30 <sup>th</sup> June
3	Submission of APAR by Reporting Officer to Reviewing Officer.	20 <sup>th</sup> July
4	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided.	20 <sup>th</sup> August
5	Appraisal by Accepting Authority, wherever provided.	15 <sup>th</sup> September
6	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority.	15 <sup>th</sup> October
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority.	31 <sup>st</sup> October
7	Submission of representation, if any, on APAR, by Officer Reported Upon.	15 days from the date of disclosure of APAR
8	(a) Forwarding of representation to the competent authority where there is no Accepting Authority for APAR.	10 <sup>th</sup> November
	(b) Forwarding of representation to the competent authority where there is Accepting Authority for APAR.	15 <sup>th</sup> November
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.	30 <sup>th</sup> November
11	End of entire APAR process, after which the APAR will be finally taken on record.	15 <sup>th</sup> December

  
 नौशद आलम / Naushad Alam  
 एस.ओ. (स्था.-एनटी) / S.O. (Estt-NT)