



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. Of NCT of Delhi"
SECTOR-16 C, DWARKA, NEW DELHI-110078

25

1979-2024


F.No.1(6)(65)/2024/Estt.-NT/ 7834

Dated 20th November, 2024

ORDER

Subject : Introduction of Annual Performance Appraisal Report (APAR) for non-teaching employees of the University from the year 2024-25.

1. In order to make the performance appraisal system more consultative, impartial and transparent, it has been decided to introduce the Annual Performance Appraisal Reporting (APAR) System for all Non-teaching employees of the University with effect from the Assessment Year 2024-25.
2. Accordingly, the existing nomenclature of the Annual Confidential Report (ACR) will be modified/ substituted as Annual Performance Appraisal Report (APAR) with provision of numeric grading as per instructions of the DoPT, GOI as well as Govt. of Delhi.
3. The revised formats of Annual Performance Appraisal Report (APAR) for Group-A Officers & for Group-B & C Officers alongwith Annexures and detailed Instructions for writing APARs are circulated herewith for information of all non-teaching employees.
4. All the officers/ officials are hereby also requested to submit/ forward the APAR after filling their part of the APAR in accordance with the time schedule laid down for completion of APARs from the Assessment year 2024.
5. Further, all the Heads of the Departments/ Schools/ Branches are requested to bring the above order to the notice of all the officers/ officials of non-teaching working under them for strict implementation/ compliance.
6. This issues with the approval of the Competent Authority


19/11
(Dr. Kamal Pathak)
Registrar

Contd. ... P-2

F.No.1(6)(65)/2024/Estt.-NT/ 7834

Dated 20th November, 2024

Copy forwarded to the following for information & necessary action :

1. OSD to the Vice Chancellor, GGS Indraprastha University.
2. All Deans/Directors/HODs, GGS Indraprastha University.
3. Controller of Finance, GGS Indraprastha University.
4. Controller of Examinations, GGS Indraprastha University.
5. Superintending Engineer, GGS Indraprastha University.
6. Chief Warden, Proctor, Library-Incharge, Dy. Registrar & all Branch In-charge/Heads, GGS Indraprastha University.
7. Assistant Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
8. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
9. Head (UITS Cell) for uploading the Order on the University's website.
10. Notice Board.


19/11
(Dr. Kamal Pathak)
Registrar

INSTRUCTIONS ON APAR

1. The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Reporting Officers and Reviewing Officer should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. Every answer shall be given in a narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
5. The Reporting/ Reviewing Officers shall, in the beginning of the year, assign targets to each of the officers to whom he/she is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by both the officers concerned.
6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development; the Reporting/Reviewing Officers should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only.
9. The officers are to be graded on a scale of 1 to 10 where 1 refers to the lowest grade and 10 to the highest.
10. It is expected that any grading of 1 & 2 (against work output or attribute or overall grade) would be adequately justified in the comments on the overall qualities of the Officer being reported/reviewed upon by way of special failures and similarly any grade of 9 & 10 would be justified with respect to special accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grading, the reporting and reviewing authorities should rate the officer against a large population of his/her peers that may be currently working under them.

11. Both Reporting and Reviewing Officers shall award numerical grading in Sections- (A), (B) and (C) of Part-III against various indicators listed in those sections and calculate the overall gradings of each section as well as the overall grading of APAR in the manner specified in the paras hereunder.
12. In case, overall numerical grading given by the Reviewing Officer differs from overall numerical grading given by the Reporting Officer by more than 2 numerical grades, Reviewing Officer is required to give reasons for the same in the relevant column of the APAR. In case of difference between overall gradings awarded by the Reporting and Reviewing Officer, the grading awarded by the Reviewing Officer shall be deemed to be the grading of the officer reported upon. However, DPC shall be free to make its own assessment on the basis of the entries made in the APARs.
13. Overall grading of each section viz. Sections (A), (B) and (C) of Part-III is to be calculated by dividing the sum of numerical gradings given against various indicators of that section by the number of indications in that section, as indicated in APAR form itself.
14. **Sections (A), (B) and (C) of Part-3 of the Report have weightage of 40%, 30% and 30% respectively. The weighted average is to be arrived at by multiplying the overall grading of the concerned section by 4/10 or 3/10, as the case may be, as indicated in the APAR form itself. The overall grading of APAR is to be obtained by adding the weighted average of gradings of Sections (A), (B) and (C) of Part-3.**
15. For purpose of calculating average scores for promotion, the following grades will be considered:

APARs graded	Grading	Score to be considered
Between 8 and 10 or 10	Outstanding	9
Between 6 and 8	Very Good	7
Between 4 and 6	Good	5
Below 4	-	0

Note : 'Between x and y' shall refer to a grading which is equal or more than 'x' but less than 'y'.

16. The time schedule for the completion of the APAR for the year 2024 onwards as at **Annexure-I** should be strictly adhered to. Entries in the slips attached, as at **Annexure- II** be made by the concerned officers at every stage and sent to Establish Branch without fail.
17. These instructions are not exhaustive but only broad general guidelines on the subject and an individual Reporting/Reviewing Officer may devise his/her own methods of assessment. However, the emphasis should be on making an objective assessment of an individual reflected through his/her APAR.

18. The following procedure should be followed in filling up the item relating to integrity:-
- (i) If the officer's integrity is beyond doubt, it may be so stated.
 - (ii) If there is any doubt of suspicion, the item should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Whether it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer as the case may be.
 - (b) If, as a result of the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, the fact should also be recorded and duty communicated to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.
19. Full APAR, including the overall grade and assessment of integrity, shall be disclosed to the officer reported upon in the manner as stated hereinafter by the Establishment Branch after it is received by the Establishment Branch (Annex-III).
20. A photocopy of the completed APAR alongwith disclosure certificate shall be sent to the officer reported upon by Establishment Branch.
21. Any officer wishing to make a representation against the entries and/or the gradings given in his APAR shall do so within fifteen days from the date of receipt of a copy of APAR. In case no representation is received from an officer within the said period of fifteen days, it shall be deemed that he/she has no representation to make and his APAR shall be treated as final. No further opportunity after this period shall be given to any officer for making any representation.
22. Representation submitted by an officer within 15 days in pursuance to para 21 above shall be submitted to an authority which is superior to the reviewing officer of the concerned officer for decision and such superior authority shall take a decision on it.
- 23. *The overall grading should not be rounded off. The grading may have a maximum of two digits after the decimal point. To illustrate, if the overall grading comes to 6.57 it should be written as such and not rounded off to 6.6 or 7.***

- 24. No cutting/overwriting should be done in APAR Forms. If the same is unavoidable, the officer should append his/her signature on the part which has the cutting/overwriting.**
- 25. The totaling should be checked properly.**
- 26. The officer being reported upon (in case of self assessment), the Reporting Officer and the Reviewing Officer should specify the date of filling up of their respective parts of the APAR below their signature.**

ANNUAL PERFORMANCE APPRAISAL REPORT
FOR
GROUP-A OFFICERS
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY



Name of officer (in Capital Letters) : _____

Designation : _____

Report for the year/ period ending : _____

Name of Department/School : _____

**ANNUAL PERFORMANCE APPRAISAL REPORT
(Group-A Officers)**

Report of the year/period ending.....

PERSONAL DATA

PART-I

(To be filled by the Administrative Section concerned of the Department/ School/ Admn. Branch/Section)

1.	Name of Officer (In capital letter)	:	
2.	Designation	:	
3.	Date of Birth (DD/MM/YYYY)	:	
4.	Date of continuous appointment to the present grade/level	:	
5.	Present post and date of appointment thereto	:	
6.	Whether the Officer belong to SC/ST/OBC	:	
7.	Educational Qualification	:	
8.	Professional & Technical Qualification	:	
9.	Period of absence from duty (on training leave, etc.) during the year. If he/she has undergone training, please specify.	:	
10.	Training programmes attended during the year	:	
11.	Charges held during the period under report	:	

PART-II

[To be filled by the Officer reported upon]

(Please read carefully the instructions before filling the entries, given at the end of the Proforma)

1. Brief description of duties:-

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten item of work, in the order of Priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office Department)

Targets/Objectives/Goals	Achievements

3. A. Please state briefly the shortfall with reference to the targets/ objectives/referred to in item 2. Please specify constraints, if any, in achieving the targets.

- B. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please indicate specific area in which you feel the need to upgrade your skill through Training programme.

5. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date:.....

Signature of the Officer reported upon.

PART-III

[Report by the Reporting Officer]

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A). Assessment of work output (Weightage to this Section would be 40%).

	Reporting Authority	Revised grades by Reviewing Authority, if doesn't agree with Col.-2 (Refer Para 2 of Part-5)
1	2	3
i) Accomplishment of planned work/work allotted as per subjects allotted		
ii) Quality of work output		
iii) Analytical ability		
iv) Accomplishment of exceptional work/unforeseen tasks performed		
Overall Grading on "Work Output"		
Initials		

(B). Assessment of personal attributes (Weightage to this Section would be 30%)

	Reporting Authority	Revised grades by Reviewing Authority, if doesn't agree with Col.-2 (Refer Para 2 of Part-5)
1	2	3
i) Attitude to work		
ii) Sense of responsibility		
iii) Capacity to work in team spirit		
iv) Communication Skills		
v) Leadership qualities		
vi) Maintenance of Discipline		
vii) Capacity to work in time limit		
viii) Inter-personal relations		
Overall Grading on "Personal Attributes"		
Initials		

(C). Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Revised grades by Reviewing Authority, if doesn't agree with Col.-2 (Refer Para 2 of Part-5)
1	2	3
i) Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.		
ii) Initiative		
iii) Strategic planning ability		
iv) Decision making ability		
v) Coordination ability		
vi) Ability to motivate and develop subordinates		
Overall Grading on "Functional Competency".		
Initials		

PART-IV GENERAL

1. State of Health:

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2. Attitudes towards people belonging to SC/ST/OBC/PH Categories:

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3. Relation with the public (wherever applicable).

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

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4. Training.

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

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5. Integrity:

(Please comment on the integrity of the officer)

i)	Beyond Doubt; or	
ii)	Nothing adverse ³ has come to my notice; or	
iii)	Since the integrity of the officer is doubtful, a Secret Note is attached herewith.	

6. **Pen Picture by Reporting Officer** (in about 100 words) on the overall qualities of the officer including area of strength, extraordinary achievements, significant failures and attitude towards weaker sections.

7. **Overall Grade (on score of 1-10) on the basis of weightage given in Part-III (A+B+C) of the Report.**

Place:.....

Signature of the Reporting Officer

Date:.....

Name in Block Letters:.....

Designation:.....

During the period of Report:.....

PART-V

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer.

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2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon?

YES	NO
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add.?

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4. **Pen picture by the Reviewing Officer.** Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

--

5. **Overall numerical grading** on the basis of weightage given in Part-III of the Report.

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Signature of the Reviewing Officer

Place: _____

Name in Block Letters:.....

Date: _____

Designation:.....

During the report period:.....

Guidelines regarding filling up of APAR with numerical grading

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/ promotion.
4. APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
5. APARs graded between 4 and 6 short of 6 will be rated as “Good” and will be given a score of 5.
6. APARs graded below 4 will be given a score of “Zero”.

Time schedule for preparation/completion of APAR
(Reporting year – Financial 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 be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Establishment or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(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 15 th 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. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th 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.	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November

Slip-A

(To be filled by the officer reported upon).

Department.....

IDesignation..... have submitted my APAR form for the period/year to the Reporting Officer, namely Sh./Ms....., Designation.....(Tel.....) on..... after completing Part-II of the APAR form.

Signature.....
Name:.....
Tel. No.:.....

To
The Reporting Officer.

SLIP-B

(To be filled by the Reporting Officer)

Department.....

The under signed has forwarded the APAR of Sh..... Designation..... for the period/year to the Reviewing Officer, namely Sh./Ms....., Designation..... (Tel. No.....) on..... after recording my comments as Reporting Officer.

Signature.....
Name:.....
Tel. No.:.....

To
The Reviewing Officer

SLIP-C

(To be filled by the Reviewing Officer)

Department.....

APAR of Sh./Ms.....Designation..... for the period/year duly reported upon by the Reporting Officer and reviewed by the undersigned is forwarded herewith.

Signature.....
Name:.....
Tel. No.:.....

To
The Establishment (Non-Teaching)

**CERTIFICATE FOR DISCLOSURE OF
PERFORMANCE ASSESSMENT REPORT**

1	Name and designation of the officer reported upon		
2	Year / Period of Assessment		
3	Date of Disclosure of APAR to the officer reported upon		
4	Whether representation received from the officer reported upon	Yes	No
5	If yes, date of disclosure to the officer reported upon after consideration of his/her representation		

Signature of the forwarding authority

With Seal

Date

ANNUAL PERFORMANCE APPRAISAL REPORT
FOR
GROUP-B & C OFFICERS
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY



Name of officer (in Capital Letters) : _____

Designation : _____

Report for the year/ period ending : _____

Name of Department/School : _____

**ANNUAL PERFORMANCE APPRAISAL REPORT
(Group B & C Officers)**

Report of the year/period ending.....

PERSONAL DATA

PART-I

(To be filled by the Administrative Section concerned of the Department/ School/Admn. Branch/Section)

1.	Name of Officer (In capital letter)	
2.	Designation	
3.	Date of Birth	
4.	Date of continuous appointment to the present grade	
5.	Present post and date of appointment thereto	
6.	Period of absence from duty (on training leave, etc.) during the year. If he/she has undergone training, please specify.	
7.	Whether the Officer belong to SC/ST/OBC	
8.	Educational Qualification	
9.	Professional & Technical Qualification	
10.	Training programmes attended during the year	

PART-II

[To be filled by the Officer Reported upon]

(Please read carefully the instructions before filling the entries, given at the end of the Proforma)

1. Brief description of duties:-

2. Brief resume of the work done by you during the year/period.
(The resume to be furnished should be limited to 100 words)

3. Please indicate specific area in which you feel the need to upgrade your skill through Training programme.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date:.....

Signature of the Officer reported upon.

PART -III

[To be filled by the Reporting Officer]

Numerical grading is to be awarded by reporting and reviewing authority **which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.**

(Please read carefully the guidelines before filling the entries)

(A). Assessment of work output (Weightage to this Section would be 40%).

	Grades by Reporting Authority	Revised grades by Reviewing Authority, if doesn't agree with Col. (Refer Para 2 of Part-5)
1	2	3
i) Accomplishment of planned work/ work allotted as per subjects allotted		
ii) Quality of work output		
iii) Proficiency in work in related field.		
iv) Accomplishment of exceptional work/ unforeseen tasks performed		
Overall Grading on "Work Output"		
Initials		

(B). Assessment of personal attributes (Weightage to this Section would be 30%)

	Grades by Reporting Authority	Revised Grades by Reviewing Authority, if doesn't agree with Col.2 (Refer Para 2 of Part-5.)
1	2	3
i) Attitude to work		
ii) Sense of responsibility		
iii) Maintenance of Discipline		
iv) Communication Skills		
v) Leadership qualities		
vi) Capacity to work in team spirit		
vii) Capacity to adhere to time schedule		
viii) Inter-personal relations		
ix) Overall bearing and personality		
Overall Grading on "Personal Attributes"		
Initials		

(C). Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Revised Grades by Reviewing Authority, if doesn't agree with Col.2 (Refer Para 2of Part-5)
1	2	3
i) Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.		
ii) Strategic planning ability		
iii) Decision making ability		
iv) Coordination ability		
v) Ability to motivate and guide subordinates		
vi) Proficiency in working on computer		
vii) Initiative		
Overall Grading on "Functional Competency".		
Initials		

PART-IV
GENERAL

1. Relation with the public (wherever applicable).

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training.

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. State of Health:

4. Integrity:

(Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. Overall Grade (on score of 1-10) on the basis of weightage given in Part-III (A+B+C) of the Report.

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Place:.....

Signature of the Reporting Officer

Date:.....

Name in Block Letters:.....

Designation:.....

During the period of Report:.....

PART-V

REMARKS OF THE REVIEWING OFFICER:

1. Length of service under the Reviewing Officer.

--

2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon?

YES	NO
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add.?

--

4. **Pen picture by the Reviewing Officer.** Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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5. **Overall numerical grading** on the basis of weightage given in Sections A, B, C of Part-III of the Report.(A+B+C)

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Signature of the Reviewing Officer

Place: _____

Name in Block Letters:.....

Date: _____

Designation:.....

During the report period:.....

Guidelines regarding filling up of APAR with numerical grading

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/ promotion.
4. APARs graded between 6 and short of 8 will be rated as ‘Very Good’ and will be given a score of 7.
5. APARs graded between 4 and short of 6 will be rated as “Good” and will be given a score of 5.
6. APARs graded below 4 will be given a score of “Zero”.

Time schedule for preparation/completion of APAR
(Reporting year – Financial 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 be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Establishment or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(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 15 th 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. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th 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.	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November

Slip-A

(To be filled by the officer reported upon).

Department.....

IDesignation..... have submitted my APAR form for the period/year to the Reporting Officer, namely Sh./Ms....., Designation.....(Tel.....) on..... after completing Part-II of the APAR form.

Signature.....
Name:.....
Tel. No.:.....

**To
The Reporting Officer.**

SLIP-B

(To be filled by the Reporting Officer)

Department.....

The under signed has forwarded the APAR of Sh..... Designation..... for the period/year to the Reviewing Officer, namely Sh./Ms....., Designation..... (Tel. No.....) on..... after recording my comments as Reporting Officer.

Signature.....
Name:.....
Tel. No.:.....

**To
The Reviewing Officer**

SLIP-C

(To be filled by the Reviewing Officer)

Department.....

APAR of Sh./Ms.....Designation..... for the period/year duly reported upon by the Reporting Officer and reviewed by the undersigned is forwarded herewith.

Signature.....
Name:.....
Tel. No.:.....

**To
The Establishment (Non-Teaching)**

**CERTIFICATE FOR DISCLOSURE OF
PERFORMANCE ASSESSMENT REPORT**

1	Name and designation of the officer reported upon		
2	Year / Period of Assessment		
3	Date of Disclosure of APAR to the officer reported upon		
4	Whether representation received from the officer reported upon	Yes	No
5	If yes, date of disclosure to the officer reported upon after consideration of his/her representation		

Signature of the forwarding authority

With Seal

Date