

OFFICE MEMORANDUM

Sub : **Communication of APAR / AWR – reg.**

In pursuance with the system of communication of Annual Performance Assessment Report (APAR), the full APAR for the year 2019 including the overall Grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the Remarks of the Reviewing Officer

2. The concerned officer shall be given an opportunity to make any representation against the entries and final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observation contained in the report leading to assessment of the officer in terms of attributes, work output etc. In case no representation is received by the Office within the fifteen days from the date of disclosure, it shall be deemed that he/she has no representation to make and the APAR shall be treated as final.

Time schedule for preparation / completion of APAR as per table given below

| Sl. No. | Activity | Last date |
|---------|---|---|
| 1 | Collection of blank APAR forms by all concerned (i.e. to Officer to be reported upon where self-appraisal has to be given) from Administration (Room No. 205) | 03.01.2020 |
| 2 | Submission of self-appraisal to Reporting Officer by Officer to be reported upon | 17.01.2020 |
| 3 | Submission of report by Reporting Officer to Administration for scrutiny | 20.02.2020 |
| 4 | Submission of APAR to Reviewing Officer after scrutiny | 20.03.2020 |
| 5 | Report to be completed by Reviewing Officer and to be sent to Administration. | 30.04.2020 |
| 6 | Disclosure to the officer reported upon (duly reviewed APAR to be collected by concerned employees from Administration - Room No.205) | 29.05.2020 |
| 7 | Receipt of employees representations on APAR, if any | 15 days from the date of receipt of communication |
| 8 | Forwarding of representations to the competent Authority | 21.06.2020 |
| 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 | 14.08.2020 |
| 11 | End of entire APAR process after which the APAR will be finally taken on record | 31.08.2020 |

3. Further, the concerned Group – 'A' and Group – 'B' Officers / officials are requested to submit their filled in Annual Property Return format for the year 2019 with their APARs.

Aas

(A, Das)

Addl. Director (F&A)

To : i) All employees of the Centre for information and compliance

Copy to :

- I. Director's Office
- II. File
- III. Shri K. Baital, Sc-C for uploading in website