

IN LIEU OF MESSAGE FORM

To : ALL ZAOs /JOINT ASSTT. DIRECTORS/ STATION(S) IN-CHARGE ALL ISPW STATIONS

FROM: DEPUTY DIRECTOR (ADMN.)

NO. A.13011/3(APAR)/2022-Ad.II

28<sup>th</sup> March, 2024

UNCLASS

SUB: APAR FOR THE YEAR 2023-24 (.)

JAD/ STATION INCHARGES WILL OBTAIN BLANK APAR FORMS FROM DCPW WEBSITE FOR THE STAFF WORKING UNDER THEM AND FILL UP ALL PARTICULARS IN THE APAR AND DISTRIBUTE THE FORM TO THE INDIVIDUALS ON OR BEFORE 31.03.2024 (.) REPORTING WILL BE MADE IF ANY OFFICIAL HAS WORKED UNDER THE REPORTING OFFICER FOR NOT LESS THAN 90 DAYS (.) WHERE THERE IS NO ELIGIBLE REPORTING OFFICER, THE APAR ALONG WITH THE PEN PICTURE OF THE INDIVIDUAL SHOULD BE FORWARDED TO HEAD QUARTERS IMMEDIATELY AS PER THE FOLLOWING TIME SCHEDULE FOR PREPARATION OF APAR FOR THE YEAR 2023-2024 (.)

| S.NO. | NATURE OF ACTION   | DATE BY WHICH TO BE COMPLETED                     |
|-------|--|---|
| 1.    | SUBMISSION OF SELF-APPRAISAL TO REPORTING OFFICER BY OFFICER TO BE REPORTED UPON (WHERE APPLICABLE)  | 15.04.2024  |
| 2.    | FORWARDING OF REPORT BY REPORTING OFFICER TO REVIEWING OFFICER:  | 30.06.2024  |
| 3.    | FORWARDING OF REPORT BY REVIEWING OFFICER TO APAR CELL / ACCEPTING AUTHORITY (WHEREEVER PROVIDED)  | 31.07.2024  |
| 4.    | (A)DISCLOSURE TO THE OFFICER REPORTED UPON WHERE THERE IS NO ACCEPTING AUTHORITY.<br>(B) DISCLOSURE TO THE OFFICER REPORTED UPON WHERE THERE IS ACCEPTING AUTHORITY. | 01.09.2024<br>15.09.2024                          |
| 5.    | RECEIPT OF REPRESENTATION, IF ANY, ON APAR.  | 15 DAYS FROM THE DATE OF RECEIPT OF COMMUNICATION |

*[Signature]*  
28.03.2024

|    |   |  |
|----|---|--|
| 6. | FORWARDING OF REPRESENTATIONS TO THE COMPETENT AUTHORITY. WHERE THERE IS NO ACCEPTING AUTHORITY FOR APAR. | 21.09.2024   |
|    | WHERE THERE IS ACCEPTING AUTHORITY FOR APAR.  | 06.10.2024   |
| 7. | DISPOSAL OF REPRESENTATION BY THE COMPETENT AUTHORITY.  | WITHIN ONE MONTH FROM THE DATE OF RECEIPT OF REPRESENTATION. |
| 8. | COMMUNICATION OF THE DECISION OF THE COMPETENT AUTHORITY ON THE REPRESENTATION BY THE APAR CELL.          | 15.11.2024   |
| 9. | END OF ENTIRE APAR PROCESS, AFTER WHICH THE APAR WILL BE FINALLY TAKEN ON RECORD.                         | 30.11.2024   |

TIME SCHEDULE TO BE STRICTLY ADHERED TO ===

  
 (R.K.SINGH)  
 DEPUTY DIRECTOR (ADMN)

**NOT TO BE TRANSMITTED:**

- Copy to:
1. PPS TO DIRECTOR
  2. PA TO ADDITIONAL DIRECTOR (HQ)
  3. ALL JDs / DDs
  4. ALL SECTIONS I/Cs AT HQs. INCLUDING CPRTI/ POLNET HUB SIRIFORT. NEW DELHI FOR SIMILAR ACTION.
  5. AD (IT) FOR UPLOADING ON THE DCPW WEBSITE PLEASE.