

IN LIEU OF MESSAGE FORM

To : JOINT ASST. DIRECTOR/ STATION INCHARGE ALL ISPW STATIONS
FROM : ASSISTANT DIRECTOR (ADMN.)

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

10th April, 2023

UNCLASS

SUB: APAR FOR THE YEAR 2022-23 (.)
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 (.) 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 SHCHEDULE FOR PREPARATION OF APAR TO THE YEAR 2022-23.

S. NO.	NATURE OF ACTION	DATE BY WHICH TO BE COMPLETED
1	SUBMISSION OF SLEF-APPRAISAL TO REPORTING OFFICER BY OFFICER TO BE REPORTED UPON (WHERE APPLICABLE)	15.04.2023
2	FORWARDING OF REPORT BY REPORTING OFFICER TO REVIEWING OFFICER:	30.06.2023
3	FORWARDING OF REPORT BY REVIEWING OFFICER TO APAR CELL/ACCEPTING AUTHORITY (WHEREEVER PROVIDED)	31.07.2023
4.	(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.	01.09.2023 15.09.2023
5.	RECEIPT OF REPRESENTATION, IF ANY, ON APAR.	15 DAYS FROM THE DATE OF RECEIPT OF COMMUNICATION.
6.	FORWARDING OF REPRESENTATIONS TO THE COMPETENT AUTHORITY. WHERE THERE IS NO ACCEPTING AUTHORITY FOR APAR. WHERE THERE IS ACCEPTING AUTHORITY FOR APAR.	21.09.2023 06.10.2023

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7.	DISPOSAL OF REPRESENTATION BY THE COMPETENT AUTHORITY.	WITHIN ONE MONTH FROM THE DATE OF RECEIPT OF REPRESENTATION.
08.	COMMUNICATION OF THE DECISION OF THE COMPETENT AUTHORITY ON THE REPRESENTATION BY THE APAR CELL.	15.11.2023
09	END OF ENTIRE APAR PROCESS, AFTER WHICH THE APAR WILL BE FINALLY TAKEN ON RECORD.	30.11.2023

TIME SCHEDULE BE STRICTLY ADHERED TO.

Vinay
10.4.23
(Vinay Barthwal)
Asstt. Director (Admn)

NOT TO BE TRANSMITTED:

- Copy to:
1. P.P.S. to Director
 2. PA to Addl. Director (HQ)
 3. PA to Addl. Director (OPS)
 4. All JDs/DDs
 5. All Sections I/Cs at Hqrs. Including CPRTI/ Polnet Hub Sirifort, New Delhi for similar action.
 - ✓ 6. AD (IT) for uploading on the DCPW website