

Ministry of Personnel, P.C. and Training
(Department of Personnel and Training)

101 May 14 Bhawan, Khairatpur
New Delhi dated 31st May 2010

OFFICE MEMORANDUM

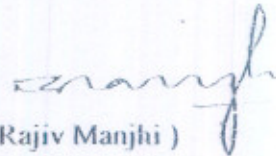
Subject : Annual Performance Appraisal Report for the employees of non-statutory Canteens/Tiffin Rooms located in Central Government Offices Matter Regarding.

The undersigned is directed to forward herewith a copy of the Format of Annual Performance Assessment Report, as framed in light of the instructions issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions vide O.M. No 21011/1/2005 Estt.(A) (P.C.II), dated 23rd July, 2009, keeping in view the functioning of the canteen staff, working in non-statutory Canteens/Tiffin Rooms, located in Central Government Offices and to state as under :-

- (i) A provision has been made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer and the reasons therefor.
- (ii) Numerical gradings are to be awarded by the reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical grading
- (iii) The format for the purpose of numerical grading in the areas of work output, assessment of personal attributes and assessment of functional competency is in Part-3. The overall grading on a score of 1-10 will have 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in the proportion to the weightage assigned.

(iv) A schedule for completion of all activities relating to the APAR is given in Annexure II.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards.
3. All Ministries/Departments are requested to bring the above instructions to the notice of all the officers under them for strict implementation.
4. Hindi version will follow.


(Rajiv Manjhi)
Director(Canteens)

To :

1. All Ministries/Departments of the Government of India.
(Director/Deputy Secretaries Incharge, Administrative Division, as per standard list).
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. Vice-President's Secretariat, Maulana Azad Road, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Director (Admn.), DOPT, North Block, New Delhi.
6. Comptroller & Auditor General of India, New Delhi.
7. Director of Audit, Central Revenue, New Delhi.
8. Controller General of Accounts, Bahadur Shah Zafar Marg, New Delhi.
9. Supreme Court of India, Tilak Marg, New Delhi.
10. High Court of Delhi, Sher Shah Road, New Delhi.
11. Controller General of Defence Accounts, R.K. Puram, West Block, New Delhi.
12. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi-110011.
13. Administrator, all Union Territories as per the standard list.
14. Section Officer(Canteens), with 50 spare copies.
15. NIC(DOPT), Lok Nayak Bhawan for uploading website.

Annual Performance Appraisal Report

for

Group 'B' Officers of Departmental Canteens

(General Manager, Deputy General Manager, Manager Grade II and
Manager cum Accountant)

Name of

Officer.....

Report for the year/period

ending.....

Report for the year/period ending:

Part-1

(To be filled in by the Administrative Section concerned of the Ministry/Department/Office)

- | | | | |
|----|---|------------|-------|
| 1. | Name of Officer | | |
| 2. | Date of Birth (DD/MM/YYYY) | (in words) | |
| 3. | Whether the officer belongs to SC/ST | | |
| 4. | Whether permanent, temporary or officiating | | |
| 5. | Section (s) in which served during the year under report and period of service in each | | |
| 6. | Date of continuous appointment to the present grade | Date | Grade |
| 7. | Present post and date of appointment thereto | Post | Date |
| 8. | Period of absence from duty (on training, leave etc.) during the year/period. If he has undergone training specify. | | |

Declaration: I hereby declare that my work was done independently.

(Please read carefully the instruction before making the entry.)

1 Brief description of duties.

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

Targets/Objectives/Goals	Achievements
1. To establish a research center for the study of the history and culture of the region.	1. A research center has been established for the study of the history and culture of the region.
2. To collect and preserve the historical documents and artifacts of the region.	2. A collection of historical documents and artifacts has been established.
3. To publish a journal of the history and culture of the region.	3. A journal of the history and culture of the region has been published.
4. To organize a series of lectures and seminars on the history and culture of the region.	4. A series of lectures and seminars on the history and culture of the region has been organized.
5. To establish a museum of the history and culture of the region.	5. A museum of the history and culture of the region has been established.
6. To collect and preserve the historical documents and artifacts of the region.	6. A collection of historical documents and artifacts has been established.
7. To publish a journal of the history and culture of the region.	7. A journal of the history and culture of the region has been published.
8. To organize a series of lectures and seminars on the history and culture of the region.	8. A series of lectures and seminars on the history and culture of the region has been organized.
9. To establish a museum of the history and culture of the region.	9. A museum of the history and culture of the region has been established.
10. To collect and preserve the historical documents and artifacts of the region.	10. A collection of historical documents and artifacts has been established.

Note : (i) The targets as set in 'Annual Action Plan' by the concerned Admn. of the organisation should be reflected in the above table.

{ii) The targets/objectives must include level of clientele served.

3. (A) Please state briefly the shortfalls with reference to the Canteen/Tiffin Room/food served to in item 2. Please specify constraints if any in achieving the target.

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- (B) Please also indicate items in which there have been significantly high achievements, particularly in making your Canteens/Tiffin Rooms, hygienic, qualitative and competitive and your contribution thereto

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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 officer reported upon

Numerical grading is to be awarded by the principal and the an group, working on which the grade is of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the forms.)

(A) Assessment of work output (weightage to this section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted as per subjects allotted			
(ii) Contribution in ensuring quality of Food/Food items/Materials			
(iii) Ability to handle canteen work			
(iv) Action taken to comply with hygiene/cleanliness norms as exist or as proposed to be instituted.			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Level of knowledge of functions related to job/post in the canteens			
(ii) Attitude towards work			
(iii) Responsiveness			
(iv) Maintenance of Discipline			
(v) Communication skills			
(vi) Initiatives taken to run the canteen			
(vii) Capacity to work in team			
(viii) Capacity to adhere to time-schedule			
(ix) Initiative to change with regard to taste and type of food etc. demanded			
(x) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

	Reporting Authority	Reviewing Authority (Before & After Period)	Control/Responsible Authority
(i) Knowledge of Rules/ Regulations/ Procedures in the area of functions and ability to apply them correctly for managing canteen affairs more effectively and smoothly.			
(ii) Ability to meet the immediate and time bound requirement of higher level officers.			
(iii) Decision making ability about the utilisation of available staff to meet the day to day requirement.			
(iv) Co-ordinating and prioritising the work.			
(v) Ability to motivate and develop confidence in subordinate staff to achieve the targets fixed in the 'Annual Work Plan'.			
(vi) Initiative taken to improve the standard performance of the canteen.			
Overall Grading on 'Functional Competency'			

Part - 4

GENERAL

1. Attitude towards weaker sections including SC/ST/Women/Persons with Disability.

(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).

4. Integrity

(Please comment on the integrity of the Officer)

5. Comment by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and weaknesses, extraordinary achievements, significant failures (ref 3(A) & 3(B) of Part (2) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place :

Name In Block Letters :

Date :

Designation during the period of Report :

1. REMARKS OF THE REVIEWING OFFICER

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? (Ref: Part 3(A)(iv) and Part -4(5))

Agree fully

Agree partly

Do not agree

Agree to a great extent

(In case you do not agree with any of the numerical assessments/attributes please record your assessment in the column provided for you in that section and initial your entries; you may mention them here also.)

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add ?

--

4. 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 in the field is an addition to the information provided in Part 3 of the Report

Signature of the Reviewing Officer

Place

Name in Block Letters

Date :

Designation during the period

of Report :

Guidelines regarding filling up of APAR with numerical grading:

- (i) The columns in the APAR, whichever are applicable as per the job requirement of the posts should be filled in with due care and attention and after devising adequate time.
- (ii) It is expected that any grading below 4 (against work output or attributes or overall grade) would be adequately justified in the comments by way of specific failures and similarly any grade of 9 or 10 should be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence there is a 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.
- (iii) 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 by empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) 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 to 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 Administration or CR Section/Cell 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	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations of the competent authority	
	(a) where there is no accepting authority for APAR	21 st September
	(b) Where there is accepting authority for APAR	06 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

for

Group 'C' Officers of Departmental Canteens

{ For Canteen Attendant, Assistant Halwar cum Cook, Halwar cum Cook }

Name of

Officer.....

Report for the year/period

ending.....

**Annual Performance Appraisal Report of Group 'C' Officers of Departmental Character
(For Canteen Attendant, Assistant Halwari, Cook, Halwari, Con. Cook)**

Report for the year/period ending:

PERSONAL DATA

Part-1

(To be filled in by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of Officer
2. Date of Birth (DD/MM/YYYY) (in words)
3. Whether the officer belongs to SC/ST
4. Whether permanent, temporary or officiating
5. Section (s) in which served during the year under report and period of service in each
6.

Date of continuous appointment to the present grade	Date	Grade
7.

Present post and date of appointment thereto	Post	Date
8. Period of absence from duty (on training, leave etc.) during the year/period. If he has undergone training specify.

to be filled up by the Officer reported upon.

(Please read carefully the instructions before making the entries.)

1. Brief description of duties.

--

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

--

Note : (i) The targets as set in 'Annual Action Plan' by the concerned Admn. of the organisation should be reflected in the above table.

(ii) The targets/objectives must include level of clientele served.

Date.....

Signature of officer reported upon

Numerical grading is to be awarded by Reporting and Reviewing Authority. The scale would be from 1 to 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	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted as per subjects allotted			
(ii) Contribution in ensuring quality of Food/Food items/Materials			
(iii) Ability to handle canteen work			
(iv) Action taken to comply with hygiene/cleanliness-norms as exist or as proposed to be instituted.			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Level of knowledge of functions related to job/post in the canteens			
(ii) Attitude towards work			
(iii) Responsiveness			
(iv) Maintenance of Discipline			
(v) Communication skills			
(vi) Initiatives taken to run the canteen			
(vii) Capacity to work in team			
(viii) Capacity to adhere to time-schedule			
(ix) Initiative to change with regard to taste and type of food etc. demanded			
(x) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

<p>(i) Work planning ability</p> <p>(ii) Decision making ability</p> <p>(iii) Coordination ability</p> <p>(iv) Initiative taken to improve the standard/performance of the canteen</p> <p>Overall Grading on 'Functional Competency'</p>	<p>Reporting Authority</p>	<p>Designation/Authority</p>	<p>Issued at</p> <p>Designation/Authority</p>
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Part - 4

GENERAL

1. Relations 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. Comments by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref 3(A) & 3(B) of Part (2) and attitude towards weaker sections

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place :

Name In Block Letters :

Date :

Designation during the period of Report :

1. REMARKS OF THE REVIEWING OFFICER

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? (Ref: Part - 3(A)(iv) and Part -4(5))

(In case you do not agree with any of the numerical assessments attributes please record your assessment in the column provided for you in that section and initial your entries)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add ?

4. Comments by 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.

4. Overall numerical grading on the basis of foregoing processes :
Part 5 of the Report

Signature of the Reviewing Officer

Place

Name in Block Letters

Date :

Designation during the period

of Report :

Guidelines regarding filling up of APAR with numerical grade

- (i) The columns in the APAR, whichever are applicable as per the job requirements of the posts, should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading below 3 (against work output attributes or overall grade) would be adequately justified in the comments by way of specific failures, and similarly any grade of 9 or 10 should be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence there is a 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.
- (iii) 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 by empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) 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 form 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).	31 st March (This may be completed even earlier, if so advised)
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 Administration or CR Section/Cell 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	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations of the competent authority	
	(a) where there is no accepting authority for APAR	21 st September
	(b) Where there is accepting authority for APAR	06 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

Annual Performance Appraisal Form

for

Group 'C' Officers of Departmental Canteens

(For Clerk and Asstt. Manager cum Storekeeper)

Name of

Officer.....

Report for the year/period

ending.....

Annual Performance Appraisal Report of (Group) Officers of Departmental Cadre
(For Clerk and Asstt. Manager cum Storekeeper)

Report for the year/period ending

PERSONAL DATA

Part-1

(To be filled in by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of Officer
2. Date of Birth (DD/MM/YYYY) (in words)
3. Whether the officer belongs to SC/ST
4. Whether permanent, temporary or officiating
5. Section (s) in which served during the year under report and period of service in each
6. Date of continuous appointment to the present grade

Date	Grade
7. Present post and date of appointment thereto

Post	Date
8. Period of absence from duty (on training, leave etc.) during the year/period. If he has undergone training specify.

To be filled in by the Officer reported upon

(Please read carefully the instructions before making the entries.)

1. Brief description of duties.

--

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

--

- Note :**
- (i) The targets as set in 'Annual Action Plan' by the concerned Admn. of the organisation should be reflected in the above table.
 - (ii) The targets/objectives must include level of clientele served.

Date.....

Signature of officer reported upon

Numerical grading is to be awarded by Reporting and Reviewing Authority which is subject to 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	Reviewing Authority (Refer Para 2 of Part 1)	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted as per subjects allotted			
(ii) Contribution in ensuring quality of Food/Food items/Materials			
(iii) Ability to handle canteen work			
(iv) Action taken to comply with hygiene/cleanliness-norms as exist or as proposed to be instituted.			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Level of knowledge of functions related to job/post in the canteens			
(ii) Attitude towards work			
(iii) Responsiveness			
(iv) Maintenance of Discipline			
(v) Communication skills			
(vi) Initiatives taken to run the canteen			
(vii) Capacity to work in team			
(viii) Capacity to adhere to time-schedule			
(ix) Initiative to change with regard to taste and type of food etc. demanded			
(x) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

	Reporting Authority	Reviewing Authority (Refer Para 7 of Circular)	Grade of Reviewing Authority
(i) Work planning ability			
(ii) Decision making ability			
(iii) Coordination ability			
(iv) Initiative taken to improve the standard/performance of the canteen			
Overall Grading on 'Functional Competency'			

Part - 4

GENERAL

1. Relations 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).

(Please comment on the integrity of the Officer)

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Signature of the Reporting Officer

Place : _____ Name In Block Letters : _____

Date : _____ Designation during the period of Report : _____

1. REMARKS OF THE REVIEWING OFFICER

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 achievement/significant failures of the officer reported upon? (Ref: Part - 3(A)(iv) and Part -4(5))

(In case you do not agree with any of the numerical assessments attributes please record your assessment in the column provided for you in that section and initial your entries)

Yes	No
-----	----

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

--

4. Comments by 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.

--

7. Overall numerical grading for the review of sample group
Enter in Part 3 of the Report

Signature of the Reviewing Officer

Place Name in Block Letters
Date : Designation during the period
of Report

Guidelines regarding filling up of APAR with numerical grading:

- (i) The columns in the APAR, whichever are applicable, i.e. per the job requirement, of the posts should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading below 4 (against work output or attributes or overall grade) would be adequately justified in the comments by way of specific failures, and similarly, any grade of 9 or 10 should be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence there is a 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.
- (iii) 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 by empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) 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 to be given).	11 th 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 Administration or CR Section/Cell 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	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations of the competent authority	
	(a) where there is no accepting authority for APAR	21 st September
	(b) Where there is accepting authority for APAR	06 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