



CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
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F.No: 2-33/2019-10/84

Date: 09.04.2019

CIRCULAR

The time schedule for preparation and completion of APARs are hereby enclosed. All the Individual Personnel of this Institute are hereby informed to follow this time schedule for preparation of APAR.

[Handwritten Signature]
09/04/19

Asstt. Administrative Officer

(Admn II)

Copy to:

1. All Heads of Divisions/Sections/Units including Scientist Incharge (Sub-stations)/I/C, KVK.
2. Incharge AKMU, request to upload in the website.
3. PS to Director
4. PA to CAO

Annexure-III

**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 (b) Disclosure to the officer reported upon where there is accepting authority	01 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	21 st September

	(a) 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