

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL

ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) OF TEACHERS

(Appraisal to be filled in with the relevant proofs by the Teacher)

Name and Address of the College:

Calendar Year: 1st January to 31st December, _____

PART-A: GENERAL INFORMATION

(To be filled in by the Administrative and Academic Section)

1.	Name (in Block Letters)	:	
2.	Date of Birth	:	
3.	Employee ID Number	:	
4.	Date of entry to CAU service	:	
5.	Name of the Department/School	:	
6.	Present Designation & Grade Pay/Level of pay/Academic Level	:	
7.	Date of posting in the present post	:	
8.	Date of Last Promotion, if any	:	
9.	Address for Correspondence (with PIN Code)	:	
10.	Permanent Address (with PIN Code)	:	
11.	Mobile No., WhatsApp No., E-mail Address	:	
12.	Period of absence from duty (Mention whether on leave, training, deputation etc.) during the year	:	
13.	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.	:	
14.	Please attach Annual Health Checkup Report from the University's M. O. for the assessment year	:	
15.	Whether acquired any degree or fresh academic qualification during the year (in case no academic qualification has been acquired, the highest degree with specialization to be given)	:	Yes/No (If Yes, Pl. give detail)
16.	Academic Staff Orientation/ Refresher Course attended during the year	:	Yes/No (If Yes, give details as below)

Name of the Course/ Summer/Winter School	Place	Duration & Date	Sponsoring Agency

PART- B: SELF ASSESSMENT

(To be filled in by the Teacher reported upon by seeing the modified Appendix- II (Table 1) of UGC- 2018 as attached with Format)

(The Format has been developed as per the mandate of Agricultural University i.e., Teaching, Research & Extension based on the guidelines of UGC Regulation 2018 and ICAR, New Delhi)

ACTIVITY 1

TEACHING AND OTHER TEACHING RELATED ACTIVITIES APPROVED AND ACCOMPLISHED

1(a) TEACHING:

S. No.	Course(s) with Course Nos.	Level (UG or PG)	Mode of Teaching*	No. of Classes Assigned	No. of Classes Taught #	Percentage of classes taken (Number of Classes taught/Total classes assigned) x 100% Classes	Relevant proof/ evidence (Annexure)
Total (Average in %)							

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), # Contact Hours (C)

1(b) OTHER TEACHING RELATED ACTIVITIES [(Total 6 activities (i to vi)]

(i) Preparation of detailed Course(s) Outline and distributed to the students

S. No.	Name of the course with Course No.	Credit hours	Academic Year/ Semester	Relevant Proof/ Evidence

(ii) Reading/Instruction materials consulted and additional resources provided to students

S. No.	Course/Paper	Consulted	Additional Resource Prescribed

(iii) Modifications in Existing Course(s), if any

S. No.	Name of Course with Course No.	Credit hour	Academic Year/ Semester	Modification(s) made	Relevant Proof/Evidence

(iv) Mode of Deliberations and Innovative teaching methods devised/implemented - "Enlist"

S. No.	Course/Class(es)	Academic Year/Semester	Innovative Teaching Methods Used

(v) Student Advisory Meeting(s) conducted as Advisor/Chairperson/Member (UG/PG), if any

S. No.	Advisory Meeting Date(s)	No. of students allotted (year/semester)	No. of students attended	Problem identified, if any	Action/Advice/ Suggestion given, if any	Follow-up on the actions/ advice given

(vi) Students related Field based Academic activities (RAWE/FWE/READY/ELP/IN PLANT Training etc.)

S. No.	Date(s)	No. of students allotted (year/ semester)	No. of students attended/ monitored	Name of the village/institute etc.	Activities done by the students	Action/Advice/ Suggestion given to farmers, if any

ACTIVITY 2

INVOLVEMENT IN UNIVERSITY/COLLEGE ADMINISTRATION/EXAMINATION/ CO-CURRICULAR/ RESEARCH/ EXTENSION/ COMMUNITY/ SOCIAL ACTIVITIES ETC. APPROVED AND ACCOMPLISHED

(Please refer to the modified Appendix II (Table 1) of UGC Regulation 2018
and ICAR, New Delhi guidelines as appended in the last)

2(a) Administrative responsibilities such as Dean/ Director/ Registrar/ Head/ In-charge/ Coordinator/ Chairperson/ Member Secretary/ AR (Acd.)/ DDO/ Warden/ Security Officer/ Special Assignment (Committee Chairperson/ Member) etc.:

S. No.	Administrative responsibilities	Academic Year/Period	Activity undertaken	Relevant Proof/ Evidence (Annexure)

2(b) Examination and evaluation duties performed within CAU and outside CAU:

S. No.	Type of Examination duty(s) performed (Paper settings/investigation/evaluation of answer scripts/evaluation of thesis etc.)	Academic Year/Semester	Relevant Proof/ Evidence (Annexure)

2(c) Student related Co-curricular and Field-based activities [Minimum involvement in 5 out of 9 activities (i to ix) under 2(c)]

S. No.	Name of the Activity	Details of Activities with name of the event or prog., date(s), participants category & no. etc.	Relevant Proof/ Evidence (Annexure)
(i)	Student clubs:		
(ii)	Career counseling:		
(iii)	Study visits:		
(iv)	Student seminars:		
(v)	Cultural activities:		
(vi)	Sports activities:		
(vii)	NCC/ NSS activities:		
(viii)	Field days:		
(ix)	Any other events (pl. specify):		

2(d) Organization of seminar/conference/workshop/summer school/winter school/short course:

S. No.	Name of the programme	Duration & Date	Funding Agency	Level of organization (International/ National/ Regional/State)	Target group with No. of participants	Role performed (Convener/ Org. Secretary/ Coordinator/ Member)	Relevant Proof/ Evidence (Annexure)

2(e) Research Guidance & Publications [*Minimum involvement in 1 out of 2 activities (i to ii) under 2(e)*]

(i) Guidance of Student (BTech/PG/ MTech/MBA/PhD etc. dissertation/project work/thesis):

S. No.	Programme of study: BTech/PG/ MTech/PhD etc.	Academic Year/ Semester	No. of students allotted	Enrollment Year	Currently pursuing study	Project/Thesis Submitted	Degree Awarded	Relevant Proof/ Evidence (Annexure)

(ii) Publications in peer-reviewed or in UGC/NAAS listed Journals:

S. No.	Author(s)	Title of Paper(s)/ Article(s)	Name of the Journal	Month & Year of publication, Volume, No., Pages & ISSN	Published in Peer-reviewed (Yes/No)	Refereed/ non-refereed (Yes/No)	Sl. No. of UGC or NAAS listing	Impact Factor/ NAAS Score

Note: For Thomson Reuters Impact Factor (IF) journals, NAAS Score will be 6.0 + IF- 2018/2019 of the journal with capping on 20.00. NAAS Score of 2019 will be valid for journals for the year 2020 also where Thomson Reuters impact factor is not available (non-IF journals)

2(f) Research Project(s) & Outcome/Output [*(Minimum involvement in 1 out of 3 activities (i to iii) under 2(f))*]

(i) Research Projects: Extramural/Intramural (Personal/Institutional/Ongoing/Completed):

S. No.	Title/Subject with PI/ Co-PI/ Coordinator	Status (ongoing/ completed)	Starting date and completion date (from & to)	Funding Agency	Grants / Fund Mobilized (Rs.)	Final report submitted (Yes/No)	Duties performed	Relevant Proof/ Evidence (Annexure)

(ii) Research Outcome/Output: Policy Paper/Technology/Variety/Package of Practice/Product/Method Developed/ Patent etc.

S. No.	Name of the output (Policy Paper/Technology/Variety/Package of Practice/Product/Method Developed/Trait/ Species/ Patent etc. developed)	Date & Year	Name of project, if any	Funding agency, if any	Status of the output (Published/ Adopted/Filed/ Accepted etc.)	Outcome (Benefit accrued)	Relevant Proof/ Evidence (Annexure)

(iii) Technology Refinement

S. No.	Date	Name of the Technology refined	Source of original Technology	Refinement made	Methodology followed	Status/ Report Submitted	Relevant Proof/ Evidence (Annexure)

2(g) Academic Recognitions (Awards/ Membership of various Committees of other organizations/ Fellowship/ Editorship of journal/ Reviewer of a journal/ Invited lecture(s) delivered)/ award of best paper/ best poster/ Honours received/ Consultancy, if any other)

S. No.	Date	Details of recognition	Relevant Proof/ Evidence (Annexure)

2(h) Publications other than Research papers (Book/ Book Chapter/ Edited Book/ Translation work/ Full Paper published in Conference Proceedings etc.)

S. No.	Title of Book/ Book Chapter/ Paper etc.	Name of the Publisher	Author(s)	Month & Year of publication, Volume, No., pages	ISBN/ ISSN details	Relevant Proof/ Evidence (Annexure)

2(i) Extension Education and Field-based activities [Minimum involvement in 6 out of 17 activities (i to xvii) under 2(i)]

S. No.	Name of the Activity	Details of activities with name of the event or prog., nos. date(s), participants category & no. etc.	Relevant Proof/ Evidence (Annexure)
i.	Training/ Awareness camps organized (On-campus/Off-campus/On-line)		
ii.	Reading material/ Training manuals developed		

iii.	Lectures delivered		
iv.	Critical Inputs supplied to farmers		
v.	Transfer of Technology (No. & Title etc.)		
vi.	Technologies assessed (No. & Title etc.)		
vii.	Field days/ Health camp etc. Organized/ Attended		
viii.	Participation in Village Adoption / MGMG Programmes		
ix.	Radio talk(s), TV talk(s) etc. (No. & Title/Topic)		
x.	Short Video clipping (No. & title)		
xi.	Demonstration (Method/ Result) of Technology		
xii.	Participation in Exhibition/ farmers fair		
xiii.	Extension publications including Success Stories/Case Studies with list (Give authors, year, title, periodical/ journal, volume, no. pages and ISBN)		
xiv.	Resource Generation/ Consultation etc. (in terms of rupees)		
xv.	Adaptive/Extension Research Project (Title, Funding, Fund, Period, Year, Personal/Institutional, PI/ CoPI etc.)		
xvi.	Community/Social services		
xvii.	Any other (please specify)		

PART-C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions etc. not mentioned earlier:

S.	Details (Mention Year, Value etc. where relevant)
No.	

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Declaration

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions contained in the Format i.e., the modified Appendix II, Table 1 of UGC Regulations, 2018.

Date.....Place.....

Signature & Designation of the Teacher

Seal:

PART-D: 'APAR' CERTIFICATE FOR 'TEACHERS'

(To be filled by the Reporting Officer/Reviewing Officer/Accepting Authority
on the basis of APAR filled in by the Faculty)

Assessment as per enclosed modified Appendix II (Table 1) of UGC Regulation 2018
and ICAR, New Delhi as appended in the last

A. ASSESSMENT (QUALITATIVE) BY THE REPORTING OFFICER:

A.1 General Remark:

1. Teaching Activities		
<i>Particular kind /class of work assigned</i>		
a) Classes/ courses assigned	:	
b) Level (UG, PG, PhD)	:	
<i>Ability as a Teacher</i>		
a) Expression (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
b) Zeal and energy (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
c) Capacity to inspire (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
d) Popularity amongst students (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
e) Command on the subject (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
f) Ability to organize his/her material and to present it with force and logic (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
g) The spirit and enthusiasm which vitalize his/her learning and teaching (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
h) His/her ability to arise curiosity in undergraduates (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
i) His/her ability to stimulate postgraduates to creative work (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
j) His/her personal attributes as they affect his/her teaching and his/her students (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
k) The extent and skill of his/her participation in the general guidance and advising of students (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
l) The extent and skill of his/her participation in other co-curricular activities of students (i.e., games, sports,	:	Outstanding/Very Good/Good/Average/Below Average

	debates and cultural activities) (Encircle one of the options)		
2.	Research Contributions		
	a) Outstanding or notable work done, if any	:	
	b) Number of papers published, if any	:	
	c) Willingness/interest and initiative in research work (Encircle one of the options)		Outstanding/Very Good/Good/Average/Below Average
3.	Extension Activities		
	a) Competence to tackle the problems of the farmers (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	b) Commitment to motivate the students in extension/field work (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	c) Ability and skill in field activities (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	d) Willingness/interest and initiative in extension activities (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	e) Publication of extension reading materials (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	f) Outstanding or notable work done, if any (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
4.	Administrative/Management (for In-charge or Head of Dept./School/Station/Unit etc.)		
	a) Planning for the unit/ dept./school etc. (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	b) Organizing the work of the Dept./School/Unit (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	c) Staffing the positions and guidance to them (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	d) Directing/counselling/motivating the staff for efficiency in their job (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	e) Coordinating the work (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	f) Reporting of the activities and adherence to deadlines (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	g) Budgeting/spending of the money earmarked for various activities (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	h) Report writing of the Dept./School/Station/Unit (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	i) Maintenance of consumable and dead stock of the Dept./School/Station/Unit (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
	j) Maintenance of records of the Dept./School/Station/Unit (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
5.	Other Qualitative Aspects		
	a) Regularity and punctuality in attendance (Encircle one of the options)	:	Never late or absent/Occasionally absent/Irregular/Very irregular
	b) Punctuality in completing tasks assigned (Encircle one of the options)	:	Regular/Irregular/Very irregular
	c) Presentation (Encircle one of the options)	:	Very neat/Neat/Careless/Very careless
	d) Temperament (Encircle one of the options)	:	Cool while talking to superior and others/Willing to tolerate/Excitable/Bad temperament

e) Quality of work (Encircle one of the options)	:	Very exact/Neat-usually accurate/Normal mistakes/Many errors, careless
f) Quantity of work (Encircle one of the options)	:	Very high output/Higher than average/Required amount/Very low output and below standard
g) Impartiality (Encircle one of the options)	:	Fair minded/Usually just/Intolerant/Prejudiced
h) Communication ability (Encircle one of the options)	:	Fluent speaker and writer/Moderate command on the language/Understandable/Poor expression
i) Leadership (Encircle one of the options)	:	Provides very good leadership to others/Satisfactory leader/Average leader/Indifferent and cannot lead others
j) Alertness (Encircle one of the options)	:	Always keen and alert/Satisfactory/Slow/Absent minded at times
k) Interest in work (Encircle one of the options)	:	Enjoy working/Average work/Does not work, but counts time/Works for salary
l) Initiative and drive (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
m) Relationship with superiors/ colleagues/ subordinates (Encircle one of the options)	:	Outstanding/Very Good/Good/Average/Below Average
n) Integrity (Encircle one of the options) [NOTE: Instructions of GOI to be followed in case of adverse remarks]	:	Beyond doubt /Nothing adverse heard against/Doubtful

A.2 Grading as per APAR submitted by the Teacher:

Categories	Score & Grade to be awarded					Score & Grade awarded
	Outstanding	Very Good	Good	Average	Below Average	
Activity 1(a): Teaching	85-100%	70 to 84%	55-69%	40-54%	<40%	
Activity 1(b): Other Teaching related activities (Involvement in no. of activities out of 6 nos. of 1(b) i.e., from i to vi)	≥ 5 Activities	4 Activities	3 Activities	2 Activities	< 2 Activities	
Activity 2: Involvement in university/college/ administration/ research/ extension/social activities etc. [Involvement in no. of activities out of 9 nos.: 2(a) to 2(i)]	≥ 7 Activities	6 Activities	5 Activities	4 Activities	< 4 Activities	

Date:

Signature of the Head of the Department/School

Seal:

B. SCORE/ GRADE VERIFIED AND ENDORSED WITH REMARK AND OVERALL GRADING BY THE DEAN (REVIEWING OFFICER) OF THE COLLEGE

1. Please comment on the attitude of the teacher towards Scheduled Caste / Scheduled Tribe / Weaker Sections of the Society; his / her understanding and willingness to deal with them:

2. Please comment on the major **strengths** of the Teacher:

3. Please comment on the major **weakness** of the Teacher:

4. Suggested area of **training/skill up-gradation**, if any, please specify:

5. Do you agree with the general comment made by the Reporting Officer in **Section A.1**? Yes/No

6. If No, please give the reasons and put your comment with documentary proof:

7. **Overall Grading** (Encircle one of the options based on Grading of the **Reviewing Officer** in **Section A.2** and by referring the **NOTE** below):

Outstanding	Very Good	Good	Average	Below Average
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NOTE: “OVERALL GRADING” Criteria:

- | | | |
|---|---|---|
| 1. Outstanding means out of 3 activities (1(a), 1(b) & 2) | ➡ | 2 Outstanding & 1 Very Good |
| 2. Very Good means out of 3 activities (1(a), 1(b) & 2) | ➡ | 1 Outstanding , 1 Very Good & 1 Good |
| 3. Good means out of 3 activities (1(a), 1(b) & 2) | ➡ | 1 Very Good , 1 Good & 1 Average |
| 4. Average means out of 3 activities (1(a), 1(b) & 2) | ➡ | 1 Good , 1 Average & 1 Below Average |
| 5. Below Average means out of 3 activities (1(a), 1(b) & 2) | ➡ | 1 Average & 2 Below Average |

Date:

Signature of the Dean with Name

Seal:

C. OBSERVATIONS/RECOMMENDATIONS OF ACCEPTING AUTHORITY (VICE CHANCELLOR):

Date:

Signature of the Vice Chancellor

Seal:

TABLE 1

Assessment Criteria and Methodology for University/College Teachers

(The Criteria/Guidelines has been modified as per the mandate of Agricultural University i.e., Teaching, Research & Extension based on guidelines of UGC Regulation 2018 & ICAR. New Delhi)

Activity	Grading Criteria
1(a) Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab work etc.)	6. Outstanding- 85-100% 7. Very Good- 70-84% 8. Good- 55-69% 9. Average- 40-54% 10. Below average- < 40%
1(b) Other Teaching Related Activities (Total 6 activities: i to vi) i. Preparation of detail course(s) outline to be distributed to the students ii. Reading/instruction materials consulted and additional resource provided to students iii. Modification in existing course(s), if any iv. Mode of deliberation- "Enlist" v. Student Advisory meeting as Advisor/Chairperson/Member (UG/PG), if any vi. Student related field based academic activities (RAWE/FWE/READY/ELP/IN PLANT Training etc.)	11. Outstanding- If involved in ≥ 5 activities 12. Very Good- If involved in 4 Activities 13. Good- If involved in 3 Activities 14. Average- If involved in 2 Activities 15. Below average- If involved in <2 Activities
2. Involvement in the University/College Administration/ Research/ Extension/Community/Social Activities (Total 9: a to i): a) Administrative responsibilities such as Head/Chairperson/Dean/Director/Coordinator/Warden/Special Assignment (Committee Chairperson/ Member) etc. b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation etc. including outside CAU. c) Student related co-curricular and field-based activities: student clubs, career counselling, study visits, student seminars, cultural, sports, NCC/NSS, field days, and any other events etc. (Minimum involvement in 5 out of 9 activities of 'c': i to ix) d) Organizing seminars/ conferences/ workshops/any other college/university activities. e) Research Guidance & Publications (Minimum involvement in 1 out of 2 activities of 'e': i to ii) f) Research Projects & Outcomes (Minimum involvement in 1 out of 3 activities of 'f': i to iii) g) Academic Recognition h) Publication other than Research paper i) Extension and Field-based Activities (Minimum involvement in 6 out of 17 activities of 'i': i to xvii)	<ul style="list-style-type: none"> • Outstanding- If involved in ≥ 7 Activities • Very Good- If involved in 6 Activities • Good- If involved in 5 Activities • Average- If involved in 4 Activities • Below average- If involved in <4 Activities

NOTE: NAAS Score of 2019 of journals where Thomson Reuters impact factor is not available (non-IF journals) will remain valid for the year 2020 also. For Thomson Reuters Impact Factor (IF) journals, NAAS Score will be 6.0 + IF-2018/2019 of the journal with capping on 20.00.

"OVERALL GRADING" Criteria:

- | | | |
|---|---|--|
| 16. Outstanding means out of 3 activities (1(a), 1(b) & 2) | ➡ | 2 Outstanding & 1 Very Good |
| 17. Very Good means out of 3 activities (1(a), 1(b) & 2) | ➡ | 1 Outstanding, 1 Very Good & 1 Good |
| 18. Good means out of 3 activities (1(a), 1(b) & 2) | ➡ | 1 Very good, 1 Good & 1 Average |
| 19. Average means out of 3 activities (1(a), 1(b) & 2) | ➡ | 1 good, 1 Average & 1 Below Average |
| 20. Below Average means out of 3 activities (1(a), 1(b) & 2) | ➡ | 1 Average & 2 Below Average |

NOTE: For the purpose of assessing the grading of Activity at Serial No. 1(a & b) and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.

The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

The teacher being reported upon is required to submit a summary report in about 400 words on the most significant accomplishments during the year reported upon.

**Time Schedule for Preparation/Recording/Completion of
Annual Performance Appraisal Report (APAR) of
Teachers of Colleges of CAU (Imphal)**

Reporting Year – Calendar Year (1st January to 31st December, _____)

Sl. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to teachers to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given) after completion of PART-I by the concerned office/section, if applicable.	31 st December (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 January
3.	Forwarding of report by Reporting Officer to Reviewing Officer.	31 st March
4.	Forwarding of report by Reviewing Officer to Administration or APAR Section/Cell or Accepting Authority, wherever provided.	30 th April
5.	Appraisal by Accepting Authority, wherever provided.	31 st May
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.	1 st June 15 th June
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. (b) Where there is Accepting Authority for APAR.	21 st June 6 th July
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/Section.	15 th August
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st August