

**Annexure-II****Time schedule for preparation/completion of Annual Performance Assessment Report  
(Reporting Year – Financial Year)**

<b>Sr. No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>
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 be given)	01 <sup>st</sup> April
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> May
3.	Submission of APAR by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or Accepting Authority, wherever provided	31 <sup>st</sup> July
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> 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 <sup>st</sup> September  15 <sup>th</sup> September
7.	Submission of Representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR
8.	Forwarding of representation to the Competent Authority (a) Where there is no Accepting Authority for APAR  (b) Where there is Accepting Authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> 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 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November