

No. 42011/48/2013-APAR
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing,
Shastri Bhavan, New Delhi-11001,
Dated: 24.6.2014

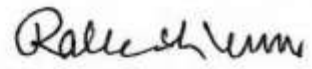
CIRCULAR

Sub: Time Schedule for completion of APARs – regarding.

It has been observed that APARs in respect of all ICLS officers are not received in time in the APAR Cell. This results in delay in convening DPC/Screening Committee meeting, Non-Functional Upgradation and consequent hardships to officials. The reasons may be non-submission of self-appraisal or delayed action by the Reporting/Reviewing Officers.

2. A copy of Time Schedule for preparation/ completion of APARs, Annexure-III of the DoPT's O.M. No. 21011/1/2005-Estt. (A) (Pt.II) dated 23rd July, 2009 is enclosed for kind information and expeditious necessary action on the part of all concerned in the interest of service.

Encl: As above.


(Rakesh Kumar)

Under Secretary to the Govt. of India

To

1. All ICLS Officers and B & C officers/staff posted in Headquarter.
2. E. Gov. Cell for uploading in MCA Website.

Copy for information and strict compliance to:

1. All RDs, ROCs and OLS
2. Director SFIO
3. Secretary, Company Law Board

Annexure-IIITime 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 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

