

SPEED POST  
IMMEDIATE  
TIME BOUND

F. No. 1-1/201617-APAR  
Government of India  
Archaeological Survey of India

Janpath, New Delhi

Dated: 02 JAN 2017

**Sub: Annual Performance Appraisal Report for the period 2016-17 (i.e. 01.04.2016 to 31.03.2017) in respect of officers/officials of the ASI – Writing and sending thereof.**

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The Annual Performance Appraisal Report (APAR) is as important document providing the basic and vital input for assessing the performance of a Govt. servant and his/her suitability for further advancement in his/her career on occasions like confirmation, promotion, selection for deputation/foreign assignments, etc.

Our experience in the past has shown that The Annual Performance Appraisal Report (APAR) are not recorded on time in large number of case. It is extremely important from the point of view of objective and accurate assessment of the performance of the officials that the Annual Performance Appraisal Reports are completed soon after they become due rather than after a lapse of time. It is, therefore, requested that the time schedule for writing of Annual Performance Appraisal Reports as given below may please be strictly adhered to:-

Time Schedule for preparation of Annual Performance Appraisal Reports

Sl. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms by Administrative branch (after filling the Part-I) 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)	31 <sup>st</sup> 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 <sup>th</sup> April
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to completed by Reviewing Officer and to sent to Administration of APAR 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.	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 <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 entries APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November

For the period 2016-17 under report, Blank APAR Forms are available on ASI website vide this office Letter No. 10-1/2015-APAR dated 06-05-2015.



(P.G. KALADHARAN)  
Director (Administration)

To

1. All Regional Directors.
2. All Directors at Hqrs. Office.
3. Director (I.A.), Red Fort, Delhi.
4. Director (Science), Dehradun.
5. Director (Horticulture), Agra.
6. Director (Epigraphy) I/c, Mysore, Nagpur.
7. All S.As Circles/Branches of ASI.
8. All S.Os/A.Os Hqrs Office, New Delhi for strict compliance.
9. PS /PA to DG/ADG (Admn.)/ADG (Arch.)/Jt. DG. (Arch.)/Jt. DG. (Con.).