

IMMEDIATE
TIME BOUND



F. No.1-1/2021-APAR
Archaeological Survey of India
Government of India

APAR Cell

Dharohar Bhawan,
24, Tilak Marg, New Delhi-110001
Dated the 16th September, 2021.

CIRCULAR

Sub: Annual Performance Appraisal Report for the period 2020-21 (i.e. 01.04.2020 to 31.03.2021) in respect of officers/officials of the ASI – Writing and sending thereof.

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The Annual Performance Appraisal Report (APAR) is an 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.

2. It is extremely important that the Annual Performance Appraisal Reports (APAR) of officials on completed soon after they become due. It is, therefore requested strictly adhered to the time line for completion of APAR i.e. 30.12.2021.

3. Blank APAR Forms may be obtained from Web Site of ASI.

Encl:Requisition Form.

(M. JENA)

Deputy 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), Delhi.
6. Director (Epigraphy) I/c, Mysore.
7. All S.As Circles/Branches of ASI.
8. All S.Os/A.Os Hqrs Office, New Delhi for strict compliance.
9. PPS /PS to DG/ADG (Admn.)/ADG (Arch.)/Jt. DG.