

**IN LIEU OF MESSAGE FORM**

To : ALL ZAOs /JOINT ASSTT. DIRECTORS/  
STATION(S) IN-CHARGE ALL ISPW STATIONS

FROM : DEPUTY DIRECTOR (ADMN.), DCPW HQRS. NEW DELHI

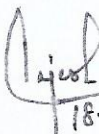
NO. A.13011/1(APAR)/2025-Ad.II/666 DATE: 18.03.2025 UNCLASS

=== SUB: **APAR FOR THE YEAR 2024-25** (.)

JAD/ STATION IN-CHARGES WILL OBTAIN BLANK APAR FORMS FROM DCPW WEBSITE FOR THE STAFF WORKING UNDER THEM AND FILL UP ALL PARTICULARS IN THE APAR AND DISTRIBUTE THE FORM TO THE INDIVIDUALS ON OR BEFORE **31.03.2025** (.) REPORTING WILL BE MADE IF ANY OFFICIAL HAS WORKED UNDER THE REPORTING OFFICER FOR NOT LESS THAN 90 DAYS (.) WHERE THERE IS NO ELIGIBLE REPORTING OFFICER, THE APAR ALONG WITH THE PEN PICTURE OF THE INDIVIDUAL SHOULD BE FORWARDED TO RESPECTIVE ZAOs AS PER THE FOLLOWING TIME SCHEDULE FOR PREPARATION OF APAR FOR THE YEAR 2024-2025 (.)

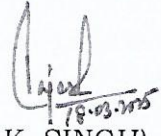
SL. No.	NATURE OF ACTION	DATE BY WHICH TO BE COMPLETED
1.	SUBMISSION OF SLEF-APPRAISAL TO REPORTING OFFICER BY OFFICER TO BE REPORTED UPON (WHERE APPLICABLE).	15.04.2025
2.	FORWARDING OF REPORT BY REPORTING OFFICER TO REVIEWING OFFICER:	30.06.2025
3.	FORWARDING OF REPORT BY REVIEWING OFFICER TO APAR CELL / ACCEPTING AUTHORITY (WHEREEVER PROVIDED)	31.07.2025
4.	(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.	01.09.2025 15.09.2025
5.	RECEIPT OF REPRESENTATION, IF ANY, ON APAR.	15 DAYS FROM THE DATE OF RECEIPT OF COMMUNICATION
6.	FORWARDING OF REPRESENTATIONS TO THE COMPETENT AUTHORITY. WHERE THERE IS NO ACCEPTING AUTHORITY FOR APAR.  WHERE THERE IS ACCEPTING AUTHORITY FOR APAR.	21.09.2025  06.10.2025
7.	DISPOSAL OF REPRESENTATION BY THE COMPETENT AUTHORITY.	WITHIN ONE MONTH FROM THE DATE OF RECEIPT OF REPRESENTATION.

Contd..p/2

  
18.03.2025

8.	COMMUNICATION OF THE DECISION OF THE COMPETENT AUTHORITY ON THE REPRESENTATION BY THE APAR CELL.	15.11.2025
9.	END OF ENTIRE APAR PROCESS, AFTER WHICH THE APAR WILL BE FINALLY TAKEN ON RECORD.	30.11.2025

TIME SCHEDULE TO BE STRICTLY ADHERED TO = = =



(R.K. SINGH)  
DEPUTY DIRECTOR (ADMN)

**NOT TO BE TRANSMITTED:**

- Copy to:
1. PS TO DIRECTOR, DCPW.
  2. PA TO ADDITIONAL DIRECTOR (HQ), DCPW.
  3. PA TO ADDITIONAL DIRECTOR (OPS), DCPW.
  3. ALL JDs/ DDs, DCPW.
  4. ALL SECTIONS I/Cs AT HQRs. INCLUDING CPRTI/RPWTIs POLNET HUB SIRIFORT, NEW DELHI FOR SIMILAR ACTION.
  - ✓ 5. AD (IT) FOR UPLOADING ON THE DCPW WEBSITE PLEASE.
  6. FILE.