

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 9/16 DATE: 15.04.2025 UNCLASS

SUB: REVISION OF TIMELINES FOR PREPARATION/COMPLETION OF ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) – CENTRAL CIVIL SERVICES

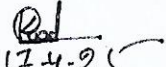
THE UNDERSIGNED IS DIRECTED TO INFORM THAT, IN REFERENCE TO DOP&T OM NO. 21011/10/2025-PP(A-II) DATED 09.04.2025, REGARDING REVISION OF TIMELINES FOR PREPARATION AND COMPLETION OF APAR CENTRAL CIVIL SERVICES:

IN THIS REGARD, IN PARTIAL MODIFICATION OF ANNEXURE-III OF DCPW SIGNAL OF EVEN NUMBER DATED 18.03.2025 (ISSUED AS PER DOP&T OM DATED 23.07.2009), THE COMPETENT AUTHORITY HAS APPROVED A **REVISED TIME SCHEDULE** FOR APAR PREPARATION/COMPLETION IS AS UNDER:

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).	15.05.2025
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 DISCLOSURE OF APAR
6.	FORWARDING OF REPRESENTATIONS TO THE COMPETENT AUTHORITY. (a) WHERE THERE IS NO ACCEPTING AUTHORITY FOR APAR. (b) WHERE THERE IS ACCEPTING AUTHORITY FOR APAR.	21.09.2025 06.10.2025

7.	DISPOSAL OF REPRESENTATION BY THE COMPETENT AUTHORITY.	WITHIN ONE MONTH FROM THE DATE OF RECEIPT OF REPRESENTATION.
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 = = =


 17-4-25
 (Khem Chand)
 Joint Asstt. Director (A)

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.