

**Annexure-I**

**Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Council of Scientific and Industrial Research (CSIR).**

<b>S. N.</b>	<b>Activity</b>	<b>Date by which activity to be completed</b>
(1)	(2)	(3)
1.	Distribution of blank forms	31 <sup>st</sup> July, 2021
2.	Submission of self-appraisal to the reporting officer.	31 <sup>st</sup> August, 2021
3.	Forwarding of report by reporting officer to reviewing officer.	30 <sup>th</sup> September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided).	15 <sup>th</sup> November, 2021
5.	Appraisal by Accepting Authority, wherever provided.	15 <sup>th</sup> December, 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority.  (ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	30 <sup>th</sup> November, 2021  31 <sup>st</sup> December, 2021
7.	Receipt of representation, if any, on APAR.	15 days from the date of disclosure.
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR.  (ii) Where there is accepting authority for APAR.	31 <sup>st</sup> December, 2021  15 <sup>th</sup> January, 2022
9.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	Within 15 days of finalization of decision by competent authority.
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 <sup>st</sup> March, 2022

  
16.07.2021