



राष्ट्रीय मुक्त विद्याली शिक्षा संस्थान

National Institute of Open Schooling

(An autonomous organization under the Deptt. of SE&L, MHRD, Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA

41-8/2012-13/NIOS/Pers/

25/3/13
March, 2013

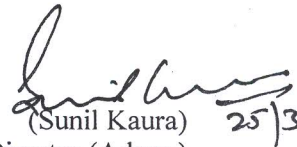
CIRCULAR - 609/13

TIME SCHEDULE FOR PREPARATION / COMPLETION OF ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) for the year 2012-2013

The Annual Performance Assessment Report (APAR) of the Officers/Officials of NIOS for the period 1st April 2012 to 31st March 2013 is to be filled. It is requested that necessary action for completion of Annual Performance Assessment Reports (APAR) for the year 2012-2013 may be initiated by all concerned as per schedule laid down in the APAR document. Following schedule is to be maintained:

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned	31 st March, 2013
2.	Submission of Self-appraisal by the officer concerned to the CR Section Cell	15 th April, 2013
3.	Distribution of Self-appraisal to the Reporting Officer	15 th April, 2013
4.	Submission of Report by the Reporting Officer to the CR Section Cell	30 th June, 2013
5.	Distribution of Report to the Reviewing Officer	30 th June, 2013
6.	Report to be completed by the Reviewing Officer and to be sent to CR Section	31 st July, 2013
7.	Disclosure to the officer reported upon	15 th September, 2013
8.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication

Timely completion of APARs may be ensured by concerned officers.


(Sunil Kaura) 25/3/13
Joint Director (Admn.)

1. All HODs
2. All Regional Directors, Regional Centres/Sub-Centres of NIOS
3. All Head of Units/Sections
4. SA/P for uploading on the official website of NIOS
5. AD(CMO) for favour of kind information of the Chairman
6. Hindi Officer for Hindi version
7. APAR file 2012-2013
8. Office Order file