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F.No.7-11/ARS/2019-20/Adm-II

Dated:- 16.05.2020

: CIRCULAR :

18 MAY 2020

Sub:- Time schedule for preparation of Annual Performance Assessment Report (APAR) for the year 2019 – 2020 – reg.

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It is brought to notice of all the personnel's of ICAR-CAZRI, Jodhpur that the time schedule for preparation of APAR for the year 2019 – 2020 for Scientific Category and other Categories personnel are as printed on overleaf as Annexure . This relaxation is a one-time measure only for the APAR year 2019 – 2020.

2. Therefore, all the officers/officials is request to do the neeful required to be done on their part as per the time schedule, so that any delay in the completion of APARs may be avoided.
3. This is issued for information and compliance.

  
(B.S. KHICHI)  
ASSTT. ADMN. OFFICER

Distribution:-

1. The Head of Division-I/II/III/IV/V/VI/ Rodent Control.
2. The Head, RRS-Pali/Bikaner/Jaisalmer/Kukma-Bhuj/Leh (J&K)/ KVK-Jodhpur/Pali/Bhuj.
3. The Chieif Finance & Accounts Officer (Audit-I/II/III), CAZRI, Jodhpur.
4. The Asstt. Admn. Officer, Adm-I/II/III/IV/V/L&RTI, CAZRI, Jodhpur.
5. The Incharge PME Cell/Library/Maintenance Section/CRF/Security Section/ARIS Cell is request to kindly upload in CAZRI Intra.
6. P.S. to Director/CAO/AO.
7. Guard file.

P.T.O.

**Time schedule for recording and completion of APAR for the year 2019-2020  
for Group 'A', 'B' and 'C' officers of Central Civil Services.**

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms	31 <sup>st</sup> May 2020 (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	30 <sup>th</sup> June 2020
3.	Forwarding of report by reporting officer to reviewing officer	31 <sup>st</sup> July 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority(wherever provided)	31 <sup>st</sup> August 2020
5.	Appraisal by Accepting Authority, wherever provided	30 <sup>th</sup> September 2020
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	10 <sup>th</sup> September 2020  10 <sup>th</sup> October 2020
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent authority  (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	30 <sup>th</sup> September 2020  31 <sup>st</sup> October 2020
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 APAR will be finally taken on record	31 <sup>st</sup> Dec 2020