



Central Arid Zone Research Institute
(Indian Council of Agricultural Research)
Jodhpur (Rajasthan) 342 003



F. No. 7-11/ARS/2012-13/Admn-II/

Dated: 26.03.2013

CIRCULAR

Subject: Time schedule for preparation of APARs - regd.

It is to intimate that the time schedule for preparation of APARs is as printed on overleaf.

2. Therefore all the officer/officials is request to do the needful 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.


Assistant Administrative Officer

Distribution:

1. HoDs of Division-I/II/III/IV/V/VI, AAOs of Admn-I/II/III/IV/V, AFAOs of Audit-I/II/III, I/c of KVK-Jodhpur, PC Arid Legumes, PC Rodent, National Fellow, I/c RCMS, I/c AKMU, I/c Library, Farm Section, I/c CD-Unit, Security Section for information and compliance.
2. HDs of RRS-Jaisalmer/Pali/Bikaner/Kukma, KVK-Pali for information and compliance.
3. PS to Dir/CAO/AO/FAO for information.

4. The Director, ARD cell, CAZRI, Jodhpur to upload the same on CAZRI Web - site.

The time schedule for preparation of APARs is as under:

Sl.No	Nature of Action	Date by which to be completed
1	Distribution of blank CR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given)	31 st March (This may be completed even a week earlier)
2	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable)	15 th April
3	Submission of report by Reporting Officer to Reviewing Officer <ul style="list-style-type: none"> where self-appraisal by officer reported upon is prescribed. where self-appraisal by officer reported upon is not prescribed where officer reported upon is himself a Reported Officer for subordinates under him. 	7 th May 21 st April 22 nd May
4	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell	<u>23rd May where the due date for the Reporting Officer is 7th May</u> <u>7th May where the due date for the Reporting Officer is 21st April</u> <u>5th June where the due date for the Reporting Officer is 22nd May.</u>