



केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
18—संस्थागत क्षेत्र,  
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F.11085-15/2017-KVS(HQ)/Admn-I/CCPU/

Date : 29-03-2019

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
**All Regional Offices**

Subject : **Re-scheduling of self-appraisal/ reporting/reviewing of APARs of Principals and Teaching Staff (TGTs & PGTs) in Kendriya Vidyalaya Sangathan from 2019-20 onwards.**

Madam/Sir,

Kind attention is drawn towards KVS letter No.F.11085-8/2010-KVSHQ/Admn-I/CCPU dated 29-03-2011 vide which detailed guidelines to adopt the Annual Performance Assessment Report (APAR) in place of erstwhile Annual Confidential Report (ACR) were issued. In supersession of all the earlier orders, Board of Governors, KVS in its 113<sup>th</sup> meeting held on 20-02-2019, after detailed examination, has accorded approval for amendment in the schedule of APAR of Principals and Teaching Staff (TGTs & PGTs) from the academic year 2019-20 which is as under:-

**Time Schedule for preparation/ completion of APAR  
(Reporting year- Financial year)**

		<b>Existing Schedule</b>	<b>Amended Schedule</b>
S. No	Activity	Date by which to be completed	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e., to the 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 <sup>st</sup> March (This may be completed even a week earlier)	15 <sup>th</sup> May (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 <sup>th</sup> April	30 <sup>th</sup> June
3	Submission of report by reporting officer to Reviewing Officer	30 <sup>th</sup> June	31 <sup>st</sup> July
4	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/ Cell or Accepting Authority, wherever provided.	31 <sup>st</sup> July	31 <sup>st</sup> August
5	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August	Not applicable in KVS.
6	(a) Disclosure to the officer Reported Upon.	01 <sup>st</sup> September	15 <sup>th</sup> September

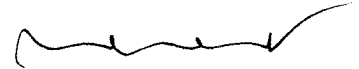
7	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of communication
8	Forwarding of representations to the competent authority	21 <sup>st</sup> September	15 <sup>th</sup> October
9	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.	Within one month from the date of receipt of representation.
10	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November	30 <sup>th</sup> November
11	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	31 <sup>st</sup> December

2. Article-88 of the 'Education Code' for Kendriya Vidyalaya's accordingly stands amended to the above extent.

3. These instructions may be circulated among all Kendriya Vidyalayas functioning under your administrative jurisdiction. The Controlling Officers will ensure the compliance of these directions as per the amended calendar from the academic year 2019-20.

4. However, the time schedule of Self-appraisal/ reporting/ reviewing of APARs of Vice-Principals, Non-teaching staff, PRTs and others (Librarian, etc.) would remain the same as is presently in vogue.

Yours faithfully,



(Dr. Shachi Kant)  
Joint Commissioner (Pers.)

**Distribution:-**

1. EA/PS to Commissioner, KVS.
2. PS to Additional Commissioner (Admn/Acad), KVS.
3. The Dy. Secretary, UT-2, MHRD, New Delhi.
4. The Director, ZIET of KVS, Gwalior/ Mumbai/ Mysore/ Chandigarh and Bhubaneswar.
5. The Assistant Commissioner, EDP, KVS (HQrs) with the request to upload the circular on the KVS website.
6. The Principal, KV (Moscow/Kathmandu/Tehran).
7. All Officers/Sections in KVS (HQrs) for information.
8. The Secretary/President all recognized KVS Staff Associations.
9. Guard file.

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