

भारतीय मानक ब्यूरो
मानव संसाधन विकास विभाग

हमारा संदर्भ: एचआरडी/एपीएआर(2022-23)

20 मार्च 2023

Subject : Timelines for Recording of Annual Performance Assessment Report (APAR) of Scientific Cadre Officers of BIS for the year 2022-23

परिपत्र /CIRCULAR

All Scientific Cadre Officers of BIS are requested to strictly adhere to the timelines for recording the online APARs as per the timelines given below:

Sl. No.	Activity	Date by which activity to be completed
1.	Submission of self-appraisal to the Reporting Officer by officer to be reported upon (where applicable)	15 April 2023
2.	Submission of report by Reporting Officer to Reviewing Officer	30 June 2023
3.	Submission of report by Reviewing Officer to APAR Cell /Accepting Authority (wherever provided)	31 July 2023
4.	Appraisal by Accepting Authority, wherever provided	31 August 2023
5.	Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	01 September 2023
	Disclosure of APAR to the officer reported upon where there is Accepting Authority.	15 September 2023
6.	Receipt of representation, if any on APAR	15 days from the date of receipt of communication
7.	Forwarding of representation to the competent authority: Where there is no accepting authority for APAR	21 September 2023
	Where there is accepting authority for APAR	06 October 2023
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 November 2023
10.	End of the entire APAR process after which the APAR will be finally taken on record.	30 November 2023

2. If the Reporting Officer and Reviewing Officer does not report the APAR within the prescribed timelines, the Reporting/Reviewing Officer shall forfeit the right to enter any remarks in the APAR of the officer to be reported upon. All concerned officers are, therefore, requested to strictly follow the guidelines/instructions regarding timely preparation and recording of the APARs as mentioned above.
3. It is also advised to submit online APAR much before the last date and not to wait till the last date to avoid the possibility of server problem, inability or failure to login to HFMS account.
4. This may be accorded on **TOP PRIORITY**.

This issues with the approval of Competent Authority.

हस्ता/-
(जितेन्दर कुमार)
वैज्ञानिक ई एवं प्रमुख (एचआरडी)

परिचालित : सभी संबंधित बीआईएस वैज्ञानिक संवर्ग के अधिकारी बीआईएस इंटरनेट के माध्यम से

प्रमुख, आईटीएसडी को कॉपी - इस अनुरोध के साथ:

- i) समय-सीमा में तत्काल परिवर्तन करें और ऑनलाइन एपीएआर मॉड्यूल में उपरोक्त पैरा 2 पर आगे की आवश्यक कार्रवाई करें ।
- ii) इस परिपत्र को बीआईएस इंटरनेट पर होस्ट करने के लिए ।