

भारतीय मानक ब्यूरो
मानव संसाधन विकास विभाग

हमारा संदर्भ: एचआरडी/एपीएआर(2021-22)

12 अप्रैल 2022

**Subject : Timelines for Recording of Annual Performance Assessment Report (APAR)
of Scientific Cadre Officers of BIS for the year 2021-22**

परिपत्र / Circular

All Scientific Cadre Officers of BIS are requested to strictly follow the timelines for recording the online APARs as per the timeline 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 th April 2022
2.	Submission of report by Reporting Officer to Reviewing Officer	30 June 2022
3.	Submission of report by Reviewing Officer to APAR Cell /Accepting Authority (wherever provided)	31 July 2022
4.	Appraisal by Accepting Authority, wherever provided	31 August 2022
5.	Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	01 September 2022
	Disclosure of APAR to the officer reported upon where there is Accepting Authority.	15 September 2022
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 2022
	Where there is accepting authority for APAR	06 October 2022
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 2022
10.	End of the entire APAR process after which the APAR will be finally taken on record.	30 November 2022

2. All concerned's are requested to adhered guidelines/instructions regarding timely preparation and recording of the APARs as mentioned above.

3. This may be accorded on **TOP PRIORITY**.

This issues with the approval of Competent Authority.

हस्ता /-
(जितेन्दर कुमार)
वैज्ञानिक ई एंव 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।