

# परमाणु ऊर्जा शिक्षण संस्था

(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

## ATOMIC ENERGY EDUCATION SOCIETY

(An autonomous body under Department of Atomic Energy, Govt. of India)

Ref.No.AEES/10(1)/P&C/2015-16/C- ३६६

Date: २५.02.2016

### Sub: Annual Performance Assessment Report (APAR) for the assessment period 2015-16

All Heads of AEC School/JC are requested to download the APAR formats of the following categories from AEES website: [www.aees.gov.in](http://www.aees.gov.in) to assess the performance of the staff working under their control in the prescribed formats for the assessment year 2015-16.

1	Proforma-I	For Principal/ Vice-Principal(I/c)/Vice-Principal/ HM
2	Proforma-II	For Teaching staff
3	Proforma-III	For Assistant/ Assistant Accountant/ Senior Clerk/DPA
4	Proforma-IV	For Upper Division Clerk/ Lower Division Clerk
5	Proforma-V	For Laboratory Assistant/ MTS attached to Lab
6	Proforma-VI	For Multi Tasking Staff

2. After downloading the said APAR formats it is requested to make necessary arrangements to have sufficient photo copies of formats of above categories at their end for distribution among the staff members working under their control for self appraisal.
3. The schedule for completion of all activities for preparation/completion of APARs 2015-16 is given in Annexure-I. In respect of the teachers who are/were allotted time table for Classes X & XII for the academic year 2015-16, their duly assessed APARs by Reporting & Reviewing Officers be forwarded to this office within 30 days after declaring the Board results.
4. The details of the Reporting/ Reviewing Officer and Countersigning Authority to assess the APARs of each of the aforesaid categories for the assessment year 2015-16 are given in Annexure-II.
5. Before assessing the performance of staff members, the Reporting, Reviewing and Countersigning authorities are requested to ensure that they have supervised the performance of every staff member worked/working under their control for at least three (03) months during the assessment period, i.e.01/04/2015 to 31/03/2016. These authorities are also requested not to report/review/countersign the APARs of their close relatives.
6. If a Reporting/ Reviewing Officer has not supervised the performance of a particular employee for at least three months during the assessment period of 2015-16, such employees' APARs may please be forwarded immediately for assessment to those Reporting/Reviewing Officers who have supervised their performance for more than three (03) months during the assessment period 01.04.2015 to 31.03.2016.
7. On receipt of self appraisal reports from the staff members in the prescribed APAR formats for the assessment year 2015-16, the concerned Reporting and Reviewing Officers are requested to assess the said APARs of all the staff members working under their control as per the existing guidelines.(Please refer AEES website : [www.aees.gov.in](http://www.aees.gov.in) for existing guidelines )
8. If a staff member proceeded on long leave including Child Care Leave, or remained on wilful absence during the assessment period 01/04/2015 to 31/03/2016, Reporting Officer should make an entry in the APAR concerned to that effect by mentioning such spells, along with the supporting documents, if any.

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केन्द्रीय कार्यालय : वेस्टर्न सेक्टर, अणुशक्तिनगर, मुंबई - 400 094.

CENTRAL OFFICE : Western Sector, Anushaktinagar, Mumbai - 400 094.

दूरभाष / Telephone : +91-22-2556 5049 / 2550 3328 / 2557 1501 / 2550 3310

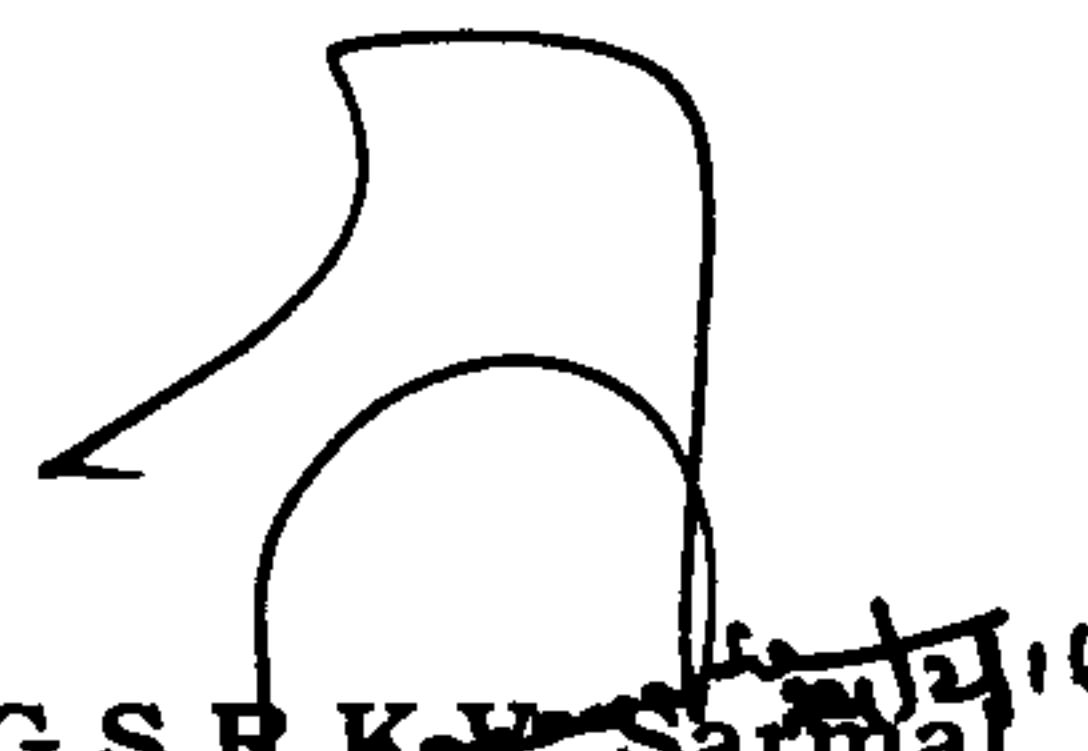
फैक्स क्रमांक / Fax : +91-22-2557 6230 / 2550 6093, Website : [www.aees.gov.in](http://www.aees.gov.in)

9. *Reporting and Reviewing Officers have to confirm that the officials who have left the organization (i.e. on Retirement on Superannuation, Voluntary Retirement, Resignation etc.) after having worked for more than three months, or proceeded on long leave during the assessment period 01.04.2015 to 31.03.2016 are also made available the APAR formats for their self appraisal.* On receipt of such self appraisals, the concerned Reporting and Reviewing Officers who have observed their performance for a minimum period of 3 months during the assessment period are required to assess and forward their APARs to Central Office, AEES within the prescribed time. As regards officials who have expired during the assessment period after working for more than three (03) months during the assessment period 2015-16, Reporting Officer & Reviewing Officers are requested to assess their performance and forward their APARs 2015-16 to Central Office, AEES. ***These APARs are required for certifying the eligibility for drawal of their PRIS subject to their entitlement and also for grant of MACP, Senior Scale, Selection Scale etc.***
10. Reviewing Officers after assessing the APARs of all the staff members worked/working under their control may forward the same to Central Office, AEES (in original) latest by 31/05/2016 with a covering letter and list of all the staff members, who were/are on rolls during the assessment period 01/04/2015 to 31/03/2016 with their designation/EMPID No. while retaining a Photostat copy of entire assessed APAR of each staff member. ***(The list of Staff members should also contain the details of employees who have retired/resigned/expired/ proceeded on long leave etc. during the said assessment period 2015-16).***
11. The duly assessed APARs received in Central Office, AEES from all the Reviewing Officers for the assessment year 2015-16 will be then put up to the countersigning authorities wherever required. After countersigning of the said APARs by the concerned authorities, the photostat copy of relevant page on which countersigning authority awards the final grading will be forwarded to the respective Reviewing Officer.
12. The said page containing the final grading awarded by the countersigning authority is to be attached with the photostat copy of APAR format of each staff member retained by the Reviewing Officer. Thereafter, the entire APAR format (along with the final grading of countersigning authority) is to be supplied by Reviewing Officer to each staff member working under his/her control after obtaining a dated acknowledgement from each individual in Format-I having received the complete APAR for the year 2015-16 alongwith the overall grading awarded by the countersigning authority. The said duly filled in Format-I of each staff member in original is to be returned to Central Office, AEES for filing in the concerned APAR Dossier by 31.07.2016.

All the Reporting and Reviewing Officers are requested to give strict compliance to the guidelines issued by DoPT while assessing the APARs and every care be taken to forward the duly filled in APARs of all the officials (except the teachers allotted time table for Classes X & XII for the academic year 2015-16) working under their control during the assessment period 2015-16 to Central Office latest by **31/05/2016**.

This issues with the approval of the competent authority.

Encl : Annexures I & II.

  
(G.S.R.K.V. Sarma)  
Chief Administrative Officer

**All Chairmen, LMCs of AECS/JC  
All Heads of AECS/JC**



**Time schedule for preparation/completion of  
APARs 2015-16**

<b>Sl No</b>	<b>Activity</b>	<b>Date by which to be completed</b>
1	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given)	31.03.2016
2	i) Submission of self-appraisal to Reporting Officer by the Officer to be reported upon ii) Teachers who are allotted time table for Class X & XII for the academic year 2015-16.	→15.04.2016 →Within 15 days after declaration of board result.
3	Submission of report by Reporting Officer to Reviewing Officer	02.05.2016
4	Report to be completed by Reviewing Officer and to be sent to Central Office	31.05.2016
5	Appraisal by Countersigning Authority, wherever provided	25.06.2016
6	(a) Disclosure to the officer reported upon where there is no Countersigning Authority	11.07.2016
	(b) Disclosure to the officer reported upon where there is Countersigning Authority.	25.07.2016
7	Receipt of representation, if any, on the APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the Appellate Authority	
	(a) Where there is no Countersigning Authority for APAR.	01.08.2016
	(b) Where there is Countersigning Authority for APAR.	16.08.2016
9	Disposal of representation by the competent authority	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	26.09.2016
11	End of entire APAR process, after which the APAR will be finally taken on record	30.09.2016

**Details of Reporting, Reviewing, Countersigning Authorities in respect of employees of AEES Categorized in the table below.**

**I. Academic Staff posted in Academic Unit, Central Office, AEES**

Sl.No.	Category	Reporting Officer	Reviewing Officer	Countersigning Officer
(1)	(2)	(3)	(4)	(5)
1	Principal & Head, Academic Unit	Secretary, AEES	Chairman, AEES	-----
2	Vice-Principal	Principal & HAU	Secretary	Chairman
3	Members of Academic Unit	VP/Principal & HAU	Prin. & HAU/ Secretary AEES	Secretary/Chairman

**II. Supporting Staff posted in Academic Unit**

Sl.No.	Category	Reporting Officer	Reviewing Officer	Countersigning Officer
(1)	(2)	(3)	(4)	(5)
1	Stenographer/Clerk	VP/Prin. & HAU	Prin.& HAU/Secretary	-----
2	Multi Tasking Staff	Admn.Officer-II	CAO	-----

**III. Academic staff posted in Schools/Jr.Colleges**

Sl.No.	Category	Reporting Officer	Reviewing Officer	Countersigning Officer
(1)	(2)	(3)	(4)	(5)
1	Principal & Vice-Principal (In-charge)	Chairman, LMC	Secretary, AEES	Chairman, AEES
2	Vice-Principal	Principal	Chairman, LMC	Secretary
3	Headmaster/Headmistress	Principal/VP (I/C)	Chairman, LMC	Secretary
4	PGT/TGT	Vice-Principal	Principal	Secretary
5	Librarian (Junior/Senior)	Vice-Principal	Principal	Secretary
6	PRT & Prep.Teacher	HM	Principal/ VP(I/C)	Secretary

**IV. Administrative/Accounts & Auxiliary Staff of Central Office, AEES**

Sl.No.	Category	Reporting Officer	Reviewing Officer	Countersigning Officer
(1)	(2)	(3)	(4)	(5)
1	Chief Admn. Officer	Secretary	Chairman	-----
2	Admn. Officer-III	CAO	Secretary	-----
3	Accounts Officer	CAO	Secretary	-----
4	Admn. Officer-II	CAO	Secretary	-----
5	Asstt. Admn. Officer (P&C)	CAO	Secretary	-----
6	Asstt. Admn. Officer (Estt)	Admn. Officer-II	CAO	-----
7	Asst. Accounts Officer	Accounts Officer	CAO	-----
8	Asstt. Accountant	Asstt. Accts. Officer	Accounts Officer	-----
9	Assistant	Asstt. Admn. Officer	CAO	-----
10	Stenographer	CAO/Secretary/Chairman	CAO/Secretary/Chairman	-----
11	Sr. Clerk/UDC/LDC/Store Attendant	Asstt. Admn. Officer/Asstt. Accts. Officer	CAO/Accounts Officer	-----
12	Driver attached with Chairman/Secretary	AAO (PC & GA)	CAO	-----
13	Multi Tasking Staff	Admn. Officer-II	CAO	-----

**V. Administrative/Accounts & Auxiliary Staff posted in Schools/JC**

Sl.No.	Category	Reporting Officer	Reviewing Officer	Countersigning Officer
(1)	(2)	(3)	(4)	(5)
1	i) Asstt. Accountant/ Assistant ii) Sr. Clerk iii) UDC iv) LDC	Principal	CAO	-----
2	Lab Assistant	Concerned teacher (I/c)/Concerned Lab. In-charge	Vice-Principal/ Principal	-----
3	MTS attached to Lab	Concerned teacher (I/c)/Concerned Lab. In-charge	Vice-Principal/ Principal	-----
4	MTS attached to Library	Library (In-charge)	Vice-Principal/ Principal	-----
5	Multi Tasking Staff	Officer-in-charge	Vice-Principal	-----

**Note: Whenever a school is headed by a Vice-Principal (I/c), the APARs of PGTs/TGTs and Librarian will be reported and reviewed by VP (I/c) and Secretary will be the countersigning authority.**