



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/2016-17/ 5866

Date: 30.03.2017

**Sub: Annual Performance Assessment Report (APAR) for the  
assessment period 2016-17**

All Heads of AEC School/JC are requested to download the prescribed 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 for the assessment year 2016-17.

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

- The schedule for completion of all activities for preparation/completion of APARs 2016-17 is given in Annexure-I. In respect of the staff members who are/were allotted time table for Classes X & XII for the academic year 2016-17, their duly assessed APARs by Reporting & Reviewing Officers be forwarded to this office **within 30 days** after declaring the respective Board results.
- After downloading the said APAR formats, it is requested to make necessary arrangements to have sufficient photocopies of the same at their end for distribution among the staff members working under their control for self appraisal.
- On receipt of self appraisal reports from the staff members in the prescribed APAR formats for the assessment year 2016-17, 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 )
- The details of the Reporting/ Reviewing Officer and Countersigning Authority to assess the APARs of each of the aforesaid categories for the assessment year 2016-17 are given in Annexure-II. **It may please be noted that there is a change in Reporting & Reviewing Officers for the assessment of APARs of Multi Tasking Staff posted in AEC Schools/JC. Vice-Principal & Principal will be the Reporting & Reviewing Officers respectively.** The APARs of Multi Tasking Staff for 2016-17 have to be assessed accordingly by the Vice-Principal & Principal of respective AEC Schools/Jr.Colleges.
- 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.01.04.2016 to 31.03.2017. These authorities are also requested not to report/review/countersign the APARs of their close relatives.
- If a Reporting/ Reviewing Officer has not supervised the performance of a particular employee for at least three months during the assessment period of 2016-17, 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 01.04.2016 to 31.03.2017.

....contd 2/-

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 No : +91-22-2557 6230 / 2550 6093, Website : [www.aees.gov.in](http://www.aees.gov.in)

8. If a staff member proceeded on long leave viz. Maternity Leave, Child Care Leave etc., or remained on wilful absence during the assessment period 01.04.2016 to 31.03.2017, Reporting Officer should make an entry in the APAR concerned to that effect by mentioning such spells, along with the supporting documents, if any.
9. Remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer in one of three options mentioned below:
  - a) Beyond doubt
  - b) Since the integrity of the officer is doubtful, a secret note is attached.
  - c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.
10. **While assessing the APARs of staff members, the respective Reporting & Reviewing Officers are requested to report in the APAR of each staff member in clear terms whether he/she is suffering from chronic/serious illness, if any.**
11. *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.) or expired after having worked for more than three months during the assessment period 01.04.2016 to 31.03.2017, or proceeded on long leave 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. **APARs in all such cases are required in AEES for certifying the eligibility for grant of MACP, Senior Scale, Selection Scale etc. including drawal of PRIS (if extended beyond 01.04.2017).***
12. Reviewing Officers after assessing the APARs of all the staff members worked/working under their control are required to forward the same to Central Office, AEES (in original) latest by 31.05.2017 with a covering letter which consists
  - i) list of all the staff members who were/are on rolls during the assessment period 01.04.2016 to 31.03.2017. The list of Staff members should contain the details of employees who have retired/resigned/expired/ proceeded on long leave etc. during the said assessment period 2016-17.
  - ii) their designation
  - iii) EMPID No.
13. The duly assessed APARs received in Central Office, AEES from all the Reviewing Officers for the assessment year 2016-17 will be then put up to the countersigning authorities wherever required. Thereafter, the photostat copy of Format-I on which countersigning authority awards the **final grading** will be forwarded to the respective Reviewing Officer.
14. The said format-I containing the **final grading** awarded by the 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 overall grading awarded by the countersigning authority for onward transmission to this office latest by 31.08.2017.
15. All the Reporting and Reviewing Officers are requested to give strict compliance to the guidelines issued by DoPT while assessing the APARs. Every care be taken to forward the duly filled in APARs of all the officials, working under their control during the assessment period, 2016-17 (except the teachers allotted time table for Classes X & XII for the academic year 2016-17) to Central Office, AEES latest by **31.05.2017**.

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 2016-17**

<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)	31.03.2017
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 2016-17.	→15.04.2017 →Within 15 days after declaration of board result.
3	Submission of report by Reporting Officer to Reviewing Officer	02.05.2017
4	Report to be completed by Reviewing Officer and to be sent to Central Office	31.05.2017
5	Appraisal by Countersigning Authority, wherever provided	25.06.2017
6	(a) Disclosure to the officer reported upon where there is no Countersigning Authority	10.07.2017
	(b) Disclosure to the officer reported upon where there is Countersigning Authority.	25.07.2017
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.	01.08.2017
	(b) Where there is Countersigning Authority for APAR.	16.08.2017
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	26.09.2017
11	End of entire APAR process, after which the APAR will be finally taken on record	30.09.2017

**Details of Reporting, Reviewing, Countersigning Authorities in respect of staff members of AEES (Teaching/Non-teaching/Administrative & Accounts/ Auxiliary Staff)**

**I. Teaching 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	Members of Academic Unit	Principal & HAU	Secretary, AEES	Chairman, AEES

**II. Administrative and Auxiliary Staff posted in Academic Unit, Central Office, AEES**

Sl.No.	Category	Reporting Officer	Reviewing Officer	Countersigning Officer
(1)	(2)	(3)	(4)	(5)
1	Junior Hindi Translator	Prin. & HAU	Secretary, AEES	-----
2	Clerk	Prin. & HAU	CAO, AEES	-----

**III. Teaching staff posted in AEC 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, AEES
3	Headmaster/Headmistress	Principal/VP (I/c)	Chairman, LMC	Secretary, AEES
4	PGT/TGT (Scholastic & Non-Scholastic)/Special Educator	Vice-Principal	Principal	Secretary, AEES
5	Librarian (Junior/Senior)	Vice-Principal	Principal	Secretary, AEES
6	PRT & Prep. Teacher	HM	Principal/VP(I/C)	Secretary, AEES

**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	Secretary	Chairman	-----
3	Accounts Officer	CAO	Secretary	-----
4	Admn. Officer-II	CAO	Secretary	-----
5	Asstt. Admn. Officer (P&C)	CAO	Secretary	-----
6	Asstt. Admn. Officer (Estt)	CAO	Secretary	-----
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/Administration	Admn. Officer-II	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	Multi Tasking Staff	Vice-Principal	Principal	-----

**Note: Whenever a school is headed by a Vice-Principal (I/c), the APARs of PGTs/TGTs/HM/Librarian/PRTs/Prep. Teachers will be reported and reviewed by VP (I/c) and Secretary, AEES will be the countersigning authority. In respect of office staff and Multi Tasking Staff, the Vice-Principal (I/c) will act as Reporting & Reviewing Officer.**

\*\*\*\*\*