

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)

AEES/10(1)/Vig/APAR-2017-18/ ५५२

25<sup>th</sup> April, 2018

**Sub: Annual Performance Assessment Report (APAR)  
for the assessment period 2017-18**

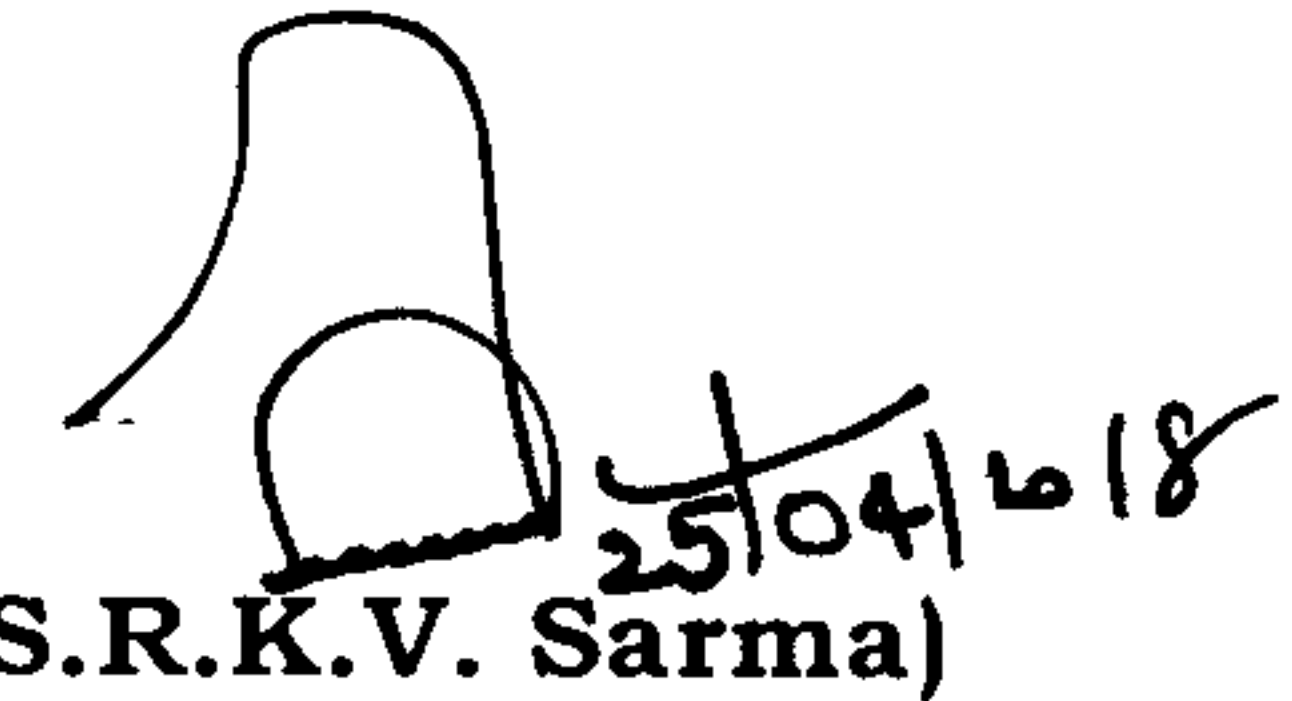
All Heads of AEC School/JC are requested to download the prescribed APAR formats of the following categories from AEES website: [www.aees.gov.in](http://www.aees.gov.in) to assess the performance of the staff working under their control for the assessment year 2017-18.

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
4	Proforma-IV	For Upper Division Clerk/ Lower Division Clerk
5	Proforma-V	For Laboratory Assistant
6	Proforma-VI	For Work Assistant

- The schedule for completion of all activities for preparation/completion of APARs 2017-18 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 2017-18, 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 2017-18, 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)
- As for the details of Reporting, Reviewing and Countersigning Authorities to assess the aforesaid officials APARs 2017-18, it will be the same as prescribed for the assessment year 2016-17. For all other details, Heads of AECSs/JC are requested to refer the AEES circular dated 30.03.2017.**
- 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 2017-18 (except the teachers allotted time table for Classes X & XII for the academic year 2017-18) to Central Office, AEES latest by **31.05.2018**.

This issues with the approval of the competent authority.

Encl : Annexure I.

  
(G.S.R.K.V. Sarma)

Chief Administrative Officer

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

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**Time schedule for preparation/completion of  
APARs 2017-18**

Sl No	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given)	27.04.2018
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.	→04.05.2018  →Within 15 days after declaration of board result.
3	Submission of report by Reporting Officer to Reviewing Officer	20.05.2018
4	Report to be completed by Reviewing Officer and to be sent to Central Office	31.05.2018
5	Appraisal by Countersigning Authority, wherever provided	25.06.2018
6	(a) Disclosure to the officer reported upon where there is no Countersigning Authority	10.07.2018
6	(b) Disclosure to the officer reported upon where there is Countersigning Authority.	25.07.2018
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. (b) Where there is Countersigning Authority for APAR.	01.08.2018  16.08.2018
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	26.09.2018
11	End of entire APAR process, after which the APAR will be finally taken on record	28.09.2018