



केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD
(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)
केरेबो कॉम्प्लेक्स, बी टी एम लेआउट, मडिवाला
CSB Complex, BTM Layout, Madiwala
बेंगलूरु Bangalore – 560068



No.CSB-8(1)/2019-ES.II

Date: 20/09/2019

To,

All the CSB Institutes (as per list enclosed)

Sir / Madam,

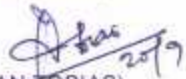
Sub:- Time Schedule for preparation of APAR for the Reporting Year
2018-19 in respect of all the employees – Reg.

I am directed to refer to the subject cited above and to once again enclose herewith the time schedule (**Annexure I**) for completion of all the activities relating to the APAR for the year 2018-19, for compliance. It has been noticed by the Competent Authority that the prescribed time schedule is not being followed by most of the Institutes and Units in completion of the APARs, which is leading to delay in holding of DPC, MACP & Internal Screening meetings

As APARs are required for holding Departmental Promotion Committee Meeting, MACP, etc it is requested to kindly complete the respective parts of the APAR and the completed APARs may kindly be arranged to be sent to Central Office at the earliest. The Head of the Institutes / Units are hereby advised to kindly instruct the concerned staff looking after the completion process of APAR upto disclosure in their respective Institutes / Units to verify all the records and arrange for completion of APARs pending, if any, immediately and the original APARs in respect of all the Officers & Staff (Except that of MTS and Asst. Technicians which are to be maintained at respective Institutes / Units) sent to Central Office after disclosure to the concerned Officers / Officials. It may also kindly be noted that Accepting Authority (3rd Level) of APARs has been dispensed with from the year 2018-19 in respect of all the Officers / Officials, except for Scientific Staff.

Co-operation of all the Institutes / Units is solicited.

Yours faithfully,


(JULIAN TOBIAS)

JOINT DIRECTOR (ADMN)

Encl: As stated

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List of the Institutes / Stations to which Letter No.CSB-8(1)/2019-ES.II DATED 20/09/2019 has been communicated

1. The Director, NSSO, Bengaluru
2. The Director, CSTRl, Bengaluru
3. The Director, CSR&TI, Mysuru
4. The Director, CSR&TI, Berhampore
5. The Director, CMER&TI, Lahdoigarh
6. The Director, CTR&TI, Ranchi
7. The Director, BTSSO, Bilaspur
8. The Director, CSR&TI, Pampore
9. The Director, CSGRC, Hosur
10. The Scientist-D SBRL, Bengaluru
11. The Scientist-D & Head, MSSO, Guwahati
12. The Scientist-D, RSTRS, CSB, Varanasi
13. The Deputy Secretary (Tech.), RO, CSB, New Delhi
14. The Scientist-D, RO, CSB, Guwahati
15. The Assistant Director (Insp.), RO, CSB, Mumbai
16. The Deputy Secretary (Tech.), RO, CSB, Kolkata
17. The Deputy Director (Insp.), RO, CSB, Hyderabad
18. The Assistant Secretary (Tech.), RO, CSB, Bhubaneshwar
19. The Deputy Director (Insp.), SMOI, Palakkad

**Time schedule for preparation/completion of APAR
(Reporting year- Financial year)**

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 and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority	
	(a) where there is no accepting authority for APAR	21 st September
	(b) where there is accepting authority for APAR	06 th October
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	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November