



**Sant Longowal Institute of Engineering and Technology**  
**Longowal, Distt. Sangrur, Punjab – 148106**  
(Deemed to be University under MoE, GOI)

Ref. No. SLIET/Admn./A1/2023-24/516-19

Dated : 25/4/2023

**CIRCULAR**

The Administration Section received different communications from Director's Cell from time to time regarding non-completion of APAR process in spite of Administration Section annexed the time schedule for completion of APARs while sending APAR forms to Reporting/Reviewing Officers, as the case may be.

For streamlining the process of APAR and as per guidelines issued by DoPT regarding Maintenance of APAR for Central Civil Services (Flag-A), the following **INSTRUCTIONS** are issued for employees, Reporting Officers and Reviewing Officers for timely completion of APAR: -

Sr. No	Reasons for delay	Action Required
1	In case of non-submission of Self-Appraisal timely by the employee reported up.	After the expiry of the first week of the time-schedule, if the self-appraisal is not received by that time, Reporting Officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit his self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank APAR form from Administration Section/Website and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.
2	Delay on the part of Reporting Officer to report of APAR.	In case the APAR is not initiated by the Reporting Officer for any reason beyond <b>Scheduled Date</b> of the year in which the financial/academic year ended, he/she shall forfeit his/her right to enter any remarks in the APAR of the officer to be reported upon and he/she shall submit all APARs held by him/her for reporting to the Reviewing Officer on the next working day.
3	Delay on the part of Reviewing Officer	The Reviewing Officer shall also forfeit his/her right to enter any remarks in the APAR beyond Scheduled date of the year in which the financial year ended.

The explanation of the concerned officers will be called for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification, a written warning for delay in completing the APAR shall be placed in the APAR folder of the defaulting officer concerned.

The above instructions shall be followed by all concerned meticulously.

This issues with the approval of Competent Authority dated 20.04.2023.

  
REGISTRAR

Copy to:-

1. Director's Cell for kind information, please.
2. All Deans/HODs/Section Incharges for compliance and circulation, please
3. FI, ACSS for uploading on Institute website
4. File copy