

DGE-A-28021/01/2022-Adm-II  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment  
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Shram Shakti Bhawan,  
Rafi Marg, New Delhi.  
Dated:31.03.2023

**CIRCULAR**

**Sub: - Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2022-23 in respect of DGE-reg.**

The undersigned is directed to refer to DOP&T's OM No. 21011/1/2005-Estt. (A) dated 23<sup>rd</sup> July, 2009 wherein instructions regarding timely preparation and recording of the APARs are mentioned. All the Officers/Officials of DGE are, therefore, requested to strictly follow the timelines for recording the online APARs i.r.o DGE (as per Annexure-I).

*Gyansunder Kalra*  
*31/31/23*

(G.K. Kalra)

Under Secretary to the Govt. of India

To

1. All the sections of DGE
2. JDE(SS) to upload this circular on website

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

S.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 <sup>st</sup> 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 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> 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 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer Reported upon where there is accepting authority	01 <sup>st</sup> September  15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR  (a) where there is accepting authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> 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 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November