



नवोदय विद्यालय समिति
NAVODAYA VIDYALAYA SAMITI
शिक्षा मंत्रालय, (स्कूल शिक्षा और साक्षरता विभाग)
भारत सरकार, बी-15, सेक्टर 62, नोएडा, उ.प्र. - 201309
Ministry of Education, (Department of School Education and Literacy),
Government of India, B-15, Sector 62, NOIDA, U.P. - 201309.



F.No.4-2/2013-NVS(Admn.) 594

Date 20/04/2022

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices/ NLI

Sub: Online filling and recording of APAR for the employees of Samiti from the reporting year 2021-22 reg.

Sir/Madam,

I am to draw your kind attention to this office letter of even number dated 01.08.2019 wherein instructions for online recording of APARs for the employees of the Samiti have been issued from the Reporting Year 2018-19 onwards. Accordingly the timeline / activity schedule for recording of APAR for online submission for the reporting year 2021-22 is as under:-

S. No.	Activity	Date by which to be completed
1	Distribution of the blank form (Online)	30.04.2022
2	Submission of self-appraisal to the Reporting Officer	10.06.2022
3	Forwarding of report by Reporting Officer to Reviewing Officer	10.07.2022
4	Forwarding of report by Reviewing Officer to the Accepting Authority	10.08.2022
5	Appraisal by Accepting Authority	10.09.2022
6	Disclosure of APAR to the officer reported upon	25.09.2022
7	Receipt of representation, if any, on APAR	15 days from the date of communication
8	Forwarding of representation to the Competent Authority	15 days from the date of communication
9	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the competent authority
10	Communication of the decision of the Competent Authority on the representation	Within 05 days of finalization of decision by Competent Authority
11	End of entire APAR process, after which the APAR will be finally taken on record.	30.11.2022

Note Entire APAR process should be completed by 30 November, 2022, after which APAR will be finally taken on record. No changes can be made in the APAR after the midnight of 30 November, 2022 and same will be automatically closed and finally submitted irrespective of its pendency in the channel.

The website enabling online recording of APARS for employees of NVS has been made live and is accessible through <https://iconnectnvsonline.in> and Login ID of the individual will be Employee ID and password has already been shared. The flowchart of APAR in electronic environment, general instruction for recording APAR through online mode had already been circulated vide this office letter of even number dated 01.08. 2019 (Which is available in Samiti's website) for smooth operation of the platform.

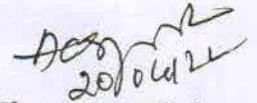
The following is the email of CDAC helpdesk team dedicated for addressing the queries regarding online filling of APAR

Email - ithelpdesk.nvs@gmail.com

You are requested to kindly disseminate this information to all the concerned and direct them to strictly adhere to the time schedule for filling of APAR as mentioned above

This issues with the approval of Competent Authority.

Yours faithfully,



(A.Thangavelu)
Deputy Commissioner (Admn.)

Copy to:

01. Consultant (E-III) – for information.
02. All the employees of NVS Hqrs./Regional Office
03. AC(IT) – with a request to upload the same on the website of the Samiti and monitor the entire process and resolve all the technical issues .

C.O.
As upload.
Ch. K. Srinivas
21/11/22