



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18-संस्थागत क्षेत्र,
18, INSTITUTIONAL AREA
शाहीद जीत सिंह मार्ग,
SHAHEED JEET SINGH MARG
नई दिल्ली-110 016
NEW DELHI.110016
फैक्स FAX: 26514179 फोन PHONE : 26858570
Website : www.kvsangathan.nic.in

F.11085-15/2017-KVS(HQ)/Admn-I/CCPU/ 32

Date : 04-04-2025

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Subject : **Submission of self-appraisal/ reporting/reviewing of APARs through Online mode from 2024-25 onwards.**

Madam/Sir,

I am please to inform you that for the year 2024-25, the APAR of all the employees will be submitted in Online mode through KVS SAMAGAM (PORTAL) (<https://app.kvs.gov.in>).

The schedule of submission of APAR is hereby enclosed as Annexure-I. Further the user manual in the form of Video are being shared. These videos will have demonstration of (i) Assign Reporting & Reviewing officer by the concerned unit head (ii) Submission of self-appraisal to reporting officer by officer to be reported upon (iii) Submission of report by Reporting Officer to Reviewing Officer (iv) Report to be completed by Reviewing Officer.

These instructions may be circulated among all Kendriya Vidyalayas functioning under your administrative jurisdiction. The Controlling Officers will ensure the compliance of these directions as per the schedule attached in Annexure-I

Yours faithfully,


(Somit Shrivastava)

Joint Commissioner (Pers.)

Distribution:-

1. PS to Commissioner, KVS.
2. PS to Additional Commissioner (Admn/Acad), KVS.
3. The Dy. Secretary (KVS), DoSE&L, MoE, New Delhi.
4. The Director, ZIET of KVS, Gwalior/ Mumbai/ Mysore/ Chandigarh and Bhubaneswar.
5. The Joint Commissioner (Admn./Fin./Acad/Trg./Pers.), KVS (HQ)
6. The Assistant Commissioner (IT), KVS (HQrs) with the request to upload the circular on the KVS website.
7. The Principal, KV (Moscow/Kathmandu/Tehran).
8. All Officers/Sections in KVS (HQrs) for information.
9. The Secretary /President all recognized KVS Staff Associations.
10. Guard file.

ANNEXURE-I**Time Schedule for preparation/ completion of APAR
(Reporting year- Financial year)**

S. No	Activity	Date by which to be completed	Mode
1	Opening of online APAR Process through SAMAGAM Portal (https://app.kvs.gov.in)	9 th April,2025	Online
2	Assign Reporting & Reviewing officer by the concerned unit head (KV/RO/ZIET/HQ)	15 th April,2025	Online
3	Submission of self-appraisal to Reporting Officer by officer to be Reported upon (where applicable)	30 th June,2025	Online
4	Submission of report by reporting officer to Reviewing Officer	31 st July,2025	Online
5	Report to be completed by Reviewing Officer.	31 st August,2025	Online
6	Display of APAR grading to the employees	15 TH September,2025	Online
7	Receipt of representation, if any, on APAR	Within 15 days of disclosure of APAR to the employees	Offline (Through proper channel)
8	Forwarding of representations to the competent authority	15 th October,2025	Offline
9	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.	Offline
10	Communication of the decision of the competent authority on the representation by the APAR Cell	30 th November,2025	Offline
11	Completion of entire APAR process, after which the APAR will be finally taken on record	31 th December,2025	Online
