



केन्द्रीय विद्यालय संगठन
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली शहीद
KENDRIYA VIDYALAYA SANGATHAN
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F.11085-15/2017-KVS(HQ)/Admn.-I/CCPU/ 49

The Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional Offices/ZIETs

Dated: 08 .04.2025
Through e-mail/website

Subject: Release of Instructional Video for Online Submission of APARs form for the reporting year 2024-25 onwards – Reg.

Madam/ Sir,

With reference to this office letter dated 04.04.2025 (copy enclosed) regarding the submission of APARs for the reporting year 2024-25 through **KVS SAMAGAM Portal (<https://app.kvs.gov.in>)**, it is informed that the instructional video for guiding all stakeholders on the online process has now been released.

The video demonstrates the following:

1. Assignment of Reporting and Reviewing Officers by the Unit Head.
2. Submission of Self-Appraisal by the officer to be reported upon.

You are requested to take necessary action and ensure that the contents of the video are disseminated to all Kendriya Vidyalayas under your jurisdiction for smooth and timely implementation of the APAR process.

The compliance of the schedule, as provided in Annexure-1 of the earlier circular, may also be strictly followed.

Encl: As above.

Yours faithfully,


(Pravin Kumar)

Assistant Commissioner (Admn.)

Distribution:-

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



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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)
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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
