



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली द
KENDRIYA VIDYALAYA SANGATHAN
An Autonomous Body Under Ministry of Education, Govt. of India
मुख्यालय, नई दिल्ली /Head Quarters, New Delhi
18, Institutional Area, S.J. Marg, New Delhi-110016.
Email Id -neelam.28@gov.in Tel.: 265211579 Fax 26514179
Website: www.kvsangathan.nic.in

F.11085-15/2017-KVS(HQ)/Admn.-I/CCPU/ 52

Dated: 11 .04.2025
Through e-mail/website

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

Subject: Additional clarifications regarding online submission of APARs for the reporting year 2024-25 – Reg.

Madam/ Sir,

With reference to this office circulars dated 04.04.2025 and 08.04.2025 regarding the submission of APARs for the reporting year 2024-25 **through the KVS SAMAGAM Portal (<https://app.kvs.gov.in>)**, the following additional clarifications are hereby issued for smooth implementation of the APAR process:

- 1. Reactivation of IDs for retired Reporting/Reviewing Officers:** In cases where the Reporting or Reviewing Officers have retired, their details (Name, Designation, Employee code, Last Place of Posting, Date of Retirement, etc.) must be submitted to the Assistant Commissioner (IT Cell) under intimation to Admn.-1 Section (CCPU) at the earliest, at the designated email ID: soadmn02@gmail.com. This will facilitate the reactivation of their user IDs for APAR purposes only
- 2. Employees with less than three months of service:** For employees who have served less than three months at the present station of the posting / during the reporting period, the APAR score may be indicated as “0” (zero) in the ‘employee code’ field.
- 3. Employees on Long Leave:** In the case of employees who are on long leave (e.g., Maternity Leave, Educational Leave, Medical Leave, etc.) and are not available for appraisal, the APAR form should be left blank with appropriate remarks. Their blank APAR form will be transferred to the concerned Reporting Officer accordingly.
- 4. Adherence to Previous Instructions:** The instructions issued vide this office letter dated 13.03.2014 & 29.03.2019 shall continue to remain in force and must be adhered to while processing the APARs.

These points may be brought to the attention of all controlling officers and school/section heads under your jurisdiction. Compliance to the instructions and adherence to the timeline mentioned in Annexure-1 must be ensured.

Yours faithfully,

(Pravin Kumar)

Assistant Commissioner (Admn.)

P.T.O.

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) for information and necessary action.
6. The Assistant Commissioner (Estt.-I & II/III), KVS (HQrs) for information and necessary action.
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



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Website: www.kvsangathan.nic.in

F.11085-15/2017-KVS(HQ)/Admn.-I/CCPU/ 49

Dated: 08 .04.2025
Through e-mail/website

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

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.

Yours faithfully,

Encl: As above.


(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).
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फैक्स FAX: 26514179 फोन PHONE : 26858570
Website : www.kvsangathan.nic.in

F.11085-15/2017-KVS(HQ)/Admn-I/CCPU/ 33

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.
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10. Guard file

**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 |

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Website : www.kvsangathan.nic.in

Dated : 13-02-2014

F 11085-2/2012-13/KVS(HQ)/Admn-I/CCPU

OFFICE MEMORANDUM

Sub : Maintenance of APARs of ZIETs staffs and Steno Gr-I & II of Hqrs/ROs regarding.

The matter regarding reporting/ reviewing of APARs in respect of staff working in ZIETs was under consideration.

The matter was placed before BOG in its 96th meeting held on 28-01-2014 and BOG has decided that the reporting and reviewing officers of APARs in respect of staff working in ZIETs and Steno Gr-I & II of Hqrs/ROs will be as under.

| Sl. No. (to be inserted in Article-87) | Name of the Post | Reporting Authority | Reviewing Authority |
|--|--|--------------------------------------|--------------------------------|
| 9 | Director, ZIET | Addl. Commissioner (Acad) | Commissioner |
| 29 (a) | Assistant/UDC/LDC/ Sub-Staff | Section Officer | Director |
| 29 (b) | All other staff in ZIET (Teaching staff) | Director | Joint Commissioner (Trg./Acad) |
| 29 (c) | Steno Gr-II in ZIET | Director | N/A |
| 29 (d) | Steno Grade I & II in ROs and HQs | Officer with whom he/she is attached | N/A |

The above amendments is effective from the year 2013-2014 (ending 31-03-2014).

Yours faithfully

[Signature]

Dr E Prabhakar
Joint Commissioner (Per)

Distribution

- 1 PS to Commissioner KVS
- 2 PS to Addl. Commissioner (Acad/Admn), KVS
- 3 PS to Addl. Commissioner (Per) Admn Head First Training, KVS HQ
- 4 The Addl. Staff Commissioner (Admn), KVS HQ with the request to make necessary amendment in the Education code which is under review
- 5 A/D, Commissioner KVS, ZIETs
- 6 A/D, Commissioner KVS Regional Offices
- 7 All Officers/ Sections KVS (HQ)
- 8 The Principal KV Moscow, Kathmandu and Teran

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NEW DELHI-110016
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Website : www.kvsangathan.nic.in

F.11085-15/2017-KVS(HQ)/Admn-I/CCPU/75

Date : 29-03-2019

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Subject: AMENDMENT IN THE REPORTING AUTHORITY & REVIEWING AUTHORITY OF PRIMARY TEACHERS (PRTS), TRAINED GRADUATE TEACHERS (TGTS) AND POST GRADUATE TEACHERS (PGTS) IN KENDRIYA VIDYALAYAS FOR THE PURPOSE OF FILLING APARs FROM THE ACADEMIC CALENDAR 2019-20.

Madam/Sir,

Kind attention is drawn towards KVS letter No. F.11085-8/2010-KVSHQ/Admn-I/CCPU dated 29-03-2011 vide which detailed guidelines were issued to adopt the Annual Performance Assessment Report (APAR) in place of erstwhile Annual Confidential Report (ACR). The Board of Governors, KVS in its 113th meeting held on 20-02-2019, has accorded approval for amendment in the Reporting Authority & Reviewing Authority in r/o APARs of Primary Teachers (PRTs), Trained Graduate Teachers (TGTs) and Post Graduate Teachers (PGTs) in Kendriya Vidyalayas.

2. Accordingly, in compliance of the decision of the BOG of KVS, the new system for Reporting and Reviewing Authorities of APARs for the following cadres in Kendriya Vidyalayas is adopted from the academic year 2019-20:-

| Sl No | Name of post | Existing Provision | | Amended Provision | |
|-------|-------------------------|---------------------------|--|--------------------------------|---------------------------|
| | | Reporting Authority | Reviewing Authority | Reporting Authority | Reviewing Authority |
| 1. | PGTs (All subject) | Principal of KV concerned | Assistant Commissioner of RO concerned | Vice-Principal of KV concerned | Principal of KV concerned |
| 2. | TGTs (All subject) | | | | |
| 3. | TGT (PH & HE) | | | | |
| 4. | TGT (DRT) | | | | |
| 5. | TGT (WE) | | | | |
| 6. | PRIMARY TEACHER | Principal of KV concerned | Assistant Commissioner of RO concerned | Head Master of KV concerned | Principal of KV concerned |
| 7. | PRIMARY TEACHER (MUSIC) | | | | |

- (i) In case no post of Head Master/Vice-Principal is sanctioned in a Kendriya Vidyalaya or the posts are lying vacant, the existing provisions will continue.
- (ii) As regards maintenance of record of the APARs, the same will be maintained with the Regional Office concerned.
- (iii) Article-87 of the 'Education Code' for Kendriya Vidyalayas accordingly stands amended to the above extent.

3. These instructions may be circulated among all Kendriya Vidyalayas functioning under your administrative jurisdiction. The Controlling Officers will ensure the compliance of these directions from the academic year 2019-20.

Yours faithfully,

(Dr. Shachi Kant)
Joint Commissioner (Pers.)

29/03/19

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Distribution:-

1. EA/PS to Commissioner, KVS.
2. PS to Additional Commissioner (Admn/Acad), KVS.
3. The Dy. Secretary, UT-2, MHRD, New Delhi.
4. The Director, ZIET of KVS, Gwalior/ Mumbai/ Mysore/ Chandigarh and Bhubaneswar.
5. The Assistant Commissioner, EDP, 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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01/04/19

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01/04/19

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KVS
29/03/19
01/04/19
EA/PS - *[Signature]*
01/04/19
Publication
[Signature]
RTI *[Signature]*
11/4/19
Admn - *[Signature]*
11/4/19
to Comd *[Signature]*

ATC (VLS) *[Signature]*
1/4/19
JC (Admn) *[Signature]*
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JC (Acad) - *[Signature]*
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SEC (P) *[Signature]*
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Bd, Adm/Acad *[Signature]*
11/4/19



केन्द्रीय विद्यालय संगठन (मुख्यालय)
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18, Institutional Area Saheed Jeet Singh Marg
नई दिल्ली/New Delhi-110016
फोन न./Phone no. 26858570, फैक्स/ FAX 26524580
वेबसाइट/Website: www.kvsangathan.nic.in

फा. सं. 11085-15/2017-केविस(मुख्या.)/प्रशासन-I/सीसीपीयू /160 दिनांक :- 29-03-2019

उपायुक्त
केन्द्रीय विद्यालय संगठन
समस्त क्षेत्रीय कार्यालय

विषय :- शैक्षिक सत्र 2019-20 से केन्द्रीय विद्यालयों वार्षिक कार्य निष्पादन रिपोर्ट भरने के उद्देश्य से प्राथमिक शिक्षकों, प्रशिक्षित स्नातक शिक्षकों तथा स्नातकोत्तर शिक्षकों के रिपोर्टिंग प्राधिकारी एवं पुनर्विलोकन प्राधिकारी में संशोधन के संबंध में

महोदया/महोदय,

उपर्युक्त विषय पर केविस के दिनांक 29.03.2011 के पत्र संख्या 11085-8/2010-केविस(मुख्या.)/प्रशासन-I /सीसीपीयू की ओर ध्यान आकर्षित किया जाता है जिसमें वार्षिक गोपनीय रिपोर्ट (एसीआर) के स्थान पर वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट (एपीएआर) को लागू करने हेतु विस्तृत दिशा-निर्देश जारी किए गए थे। केन्द्रीय विद्यालय संगठन की अधिशासी मण्डल की 113 वीं बैठक में विस्तृत विचार-विमर्श के बाद केन्द्रीय विद्यालयों में प्राथमिक शिक्षकों, प्रशिक्षित स्नातक शिक्षकों तथा स्नातकोत्तर शिक्षकों की वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट (एपीएआर) के रिपोर्टिंग प्राधिकारी एवं पुनर्विलोकन प्राधिकारी सबधी संशोधन को अनुमोदित किया है।

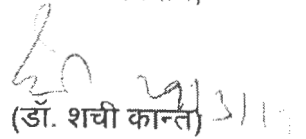
2. तदनुसार, शैक्षिक वर्ष 2019-20 से केन्द्रीय विद्यालयों में निम्नलिखित संवर्गों की वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट (एपीएआर) के रिपोर्टिंग एवं पुनर्विलोकन प्राधिकारी के लिए नई पद्धति को अपनाया गया है। इन संवर्गों के प्रत्येक पद के लिए वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट (एपीएआर) की रिपोर्टिंग एवं उनके पुनर्विलोकन हेतु वर्तमान तथा संशोधित प्राधिकारियों का विवरण निम्नानुसार है :-

| क्र.सं. | पदनाम | वर्तमान प्रावधान | | संशोधित प्रावधान | |
|---------|----------------------------------|---|--|--|---|
| | | रिपोर्टिंग प्राधिकारी | पुनर्विलोकन प्राधिकारी | रिपोर्टिंग प्राधिकारी | पुनर्विलोकन प्राधिकारी |
| 1. | स्नातकोत्तर शिक्षक (सभी विषय) | संबंधित केन्द्रीय विद्यालय के प्राचार्य | संबंधित क्षेत्रीय कार्यालय के सहायक आयुक्त | संबंधित केन्द्रीय विद्यालय के उप-प्राचार्य | संबंधित केन्द्रीय विद्यालय के प्राचार्य |

| | | | | | |
|---|---|-------------|-------------------|--------------|------------------|
| 2 | प्रशिक्षित स्नातक शिक्षक (सभी विषय) | | | | |
| 3 | प्रशिक्षित स्नातक शिक्षक (शारीरिक शिक्षा एवं स्वास्थ्य) | | | | |
| 4 | प्रशिक्षित स्नातक शिक्षक (ड्राइंग) | | | | |
| 5 | प्रशिक्षित स्नातक शिक्षक (कार्यानुभव) | | | | |
| 6 | प्राथमिक शिक्षक | संबंधित | संबंधित क्षेत्रीय | संबंधित | संबंधित केंद्रीय |
| 7 | प्राथमिक शिक्षक (संगीत) | केंद्रीय | कार्यालय के | केंद्रीय | विद्यालय के |
| | | विद्यालय के | सहायक आयुक्त | विद्यालय के | प्राचार्य |
| | | प्राचार्य | | मुख्याध्यापक | |

- (i) यदि किसी केंद्रीय विद्यालय में मुख्याध्यापक / उप-प्राचार्य का पद स्वीकृत ही नहीं है अथवा पद रिक्त है, वहाँ वर्तमान में जारी प्रावधान ही लागू रहेंगे।
 - (ii) जहां तक वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट (एपीएआर) संबंधी रिकॉर्ड के रख-रखाव का प्रश्न है, यह स्पष्ट किया जाता है कि ऐसे रिकॉर्ड का रख-रखाव संबंधित क्षेत्रीय कार्यालय द्वारा पहले की भाँति ही किया जाता रहेगा।
 - (iii) केन्द्रीय विद्यालय संगठन की शिक्षा संहिता का अनुच्छेद 87 तदनुसार संशोधित कर दिया गया है।
3. इन निर्देशों को अपने प्रशासनिक क्षेत्राधिकार के सभी केंद्रीय विद्यालयों में परिचालित करें। नियंत्रक अधिकारी शैक्षिक वर्ष 2019-20 से इन निर्देशों का अनुपालन सुनिश्चित करेंगे।
 4. हिंदी के इस परिपत्र में कोई त्रुटि दृष्टिगोचर होने की स्थिति में इस विषय पर जारी अंग्रेजी पत्र का मजमून मान्य होगा।

भवदीय,


(डॉ. शची कान्त)

संयुक्त आयुक्त (कार्मिक)



वितरण :-

1. आयुक्त, केविस के कार्यकारी सहायक / निजी सचिव।
2. अपर आयुक्त (प्रशासन / शैक्षिक), केविस के निजी सचिव।
3. उप सचिव, यूटी -2, मा.सं.वि.मं., नई दिल्ली।
4. निदेशक, समस्त शिक्षा एवं प्रशिक्षण के आंचलिक संस्थान (ग्वालियर/ मुंबई/ मैसूर / वंडीगढ़ तथा भुवनेश्वर)।
5. सहायक आयुक्त, ईडीपी प्रकोष्ठ, केविस (मुख्या.) को इस अनुरोध के साथ कि वे इस पत्र को केविस की वेबसाइट पर अपलोड करने हेतु।
6. प्राचार्य, केंद्रीय विद्यालय, मॉस्को, काठमांडू तथा तेहरान।
7. केविस (मुख्या.) के सभी अधिकारियों / अनुभागों को सूचनाार्थ।
8. केविस के मान्यता प्राप्त सभी कर्मचारी संघों के सचिव / अध्यक्ष।
9. गार्ड फाइल।