



केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान

मुख्यालय

18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,

नई दिल्ली 110016

Website : www.kvsangathan.nic.in

E-mail : jc.pers@kvs.gov.in

दूरभाष / Tel: 91-11-26858565

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Date : 27-06-2025

Deputy Commissioner/ Director
Kendriya vidyalaya sangathan
All Regional Offices and ZIETs

Subject: Regarding reporting/reviewing of Annual Performance Assessment Report (APAR)
In online mode through KVS Samagam (Portal) from the year 2024-25.

Sir/ Madam,

Please refer this office letter dated 09-06-2025. In this regard it is said that self-assessment/ reporting/ reviewing of Annual Performance Appraisal Report (APAR) of the officers/employees posted at Headquarters/ Regional Offices/Zonal Institutes of Education and Training/ kendriya vidyalayas are to be done through online mode on KVS Samagam (Portal) from the year 2024-25.

On pursuing the Annual Performance Appraisal Report (APAR) at KVS Samagam (Portal), it has been found that some officers/employees posted at Headquarters/Regional Office/Zonal Education and Training Institute/Kendriya Vidyalaya had not completed their self-appraisal work till now due to which the reporting officers are not able to furnish their work as per schedule.

Hence, all officers / employees are again requested to complete their self-assessment work by 30-06-2025, so that only reporting work can be done on the Samagam portal. Those officer / employee who are not able to complete their self-assessment work by the scheduled date, their blank self-assessment will automatically go to the reporting officer. Therefore the reporting officers are requested that the self assessment of those officers / employees is received by them, please complete the reporting work immediately so that the reviewing officer could furnish their work on priority basis as and when they receive it, without waiting for the scheduled date.

All the Deputy Commissioners, KVS, Regional Offices are requested to instruct the Principals posted under their jurisdiction to complete the self appraisal/ reporting work at the earliest.

Yours faithfully

(Pravin kumar)

Assistant Commissioner (ADMN.)

1. copy to AC (I.T cell) for information.
2. all the officers/employees kvs headquarters for information.

Copy

To PS to commissioner for information .