



केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
18-संस्थागत क्षेत्र,  
18, INSTITUTIONAL AREA  
शहीद जीत सिंह मार्ग,  
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F.11085-15/2025-KVS(HQ)/Admn-I/CCPU/ 18-28

Date : 15-04-2026

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
**All Regional Offices**

Subject : **Submission of self-appraisal/ reporting/reviewing of APARs through Online mode from 2025-26 onwards.**

Madam/Sir,

I am pleased to inform you that for the year 2025-26, the APAR of all the employees will be submitted in Online mode through KVS SAMAGAM (PORTAL) (<https://samagam.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 and Appellate Authority 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,

  
(Pravin Kumar)

Assistant Commissioner (Admn.)

**Distribution:-**

1. PS to Commissioner, KVS.
2. PS to Additional Commissioner (Admn/Acad), KVS.
3. The Director (KVS), DoSE&L, MoE, New Delhi.
4. The Director, ZIET of KVS, Gwalior/ Mumbai/ Mysore/ Chandigarh and Bhubaneswar.
5. The Joint Commissioner (Fin./Acad/Trg./Pers./Admn), 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.

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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 ( <a href="https://samagam.kvs.gov.in">https://samagam.kvs.gov.in</a> )	24 <sup>th</sup> April,2026	Online
2	Assign Reporting & Reviewing officer by the concerned unit head (KV/RO/ZIET/HQ)	30 <sup>th</sup> April,2026	Online
3	Submission of self-appraisal to Reporting Officer by officer to be Reported upon (where applicable)	30 <sup>th</sup> June,2026	Online
4	Submission of report by reporting officer to Reviewing Officer	31 <sup>st</sup> July,2026	Online
5	Report to be completed by Reviewing Officer.	31 <sup>st</sup> August,2026	Online
6	Display of APAR grading to the employees	15 <sup>TH</sup> September,2026	Online
7	Receipt of representation, if any, on APAR	Within 15 days of disclosure of APAR to the employees	Online (Through proper channel)
8	Forwarding of representations to the competent authority	15 <sup>th</sup> October,2026	Online
9	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.	Online
10	Communication of the decision of the competent authority on the representation by the APAR Cell	30 <sup>th</sup> November,2026	Online
11	Completion of entire APAR process, after which the APAR will be finally taken on record	31 <sup>th</sup> December,2026	Online

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