



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/ 40

Date : 29-04-2026

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

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

Ref : **F.11085-15/2025-KVS(HQ)/Admn-I/CCPU/18-28 dated 15-04-2026.**

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>).

Due to administrative reasons, the revised schedule of submission of APAR for assign Reporting/ Reviewing & Appellate authority is hereby enclosed as Annexure-I. Further, 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.

ANNEXURE-I**Revised 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://samagam.kvs.gov.in) | 24 th April,2026 | Online |
| 2 | Assign Reporting/Reviewing officer & Appellate Authority by the concerned unit head (KV/RO/ZIET/HQ) | 5 th May, 2026 | Online |
| 3 | Submission of self-appraisal to Reporting Officer by officer to be Reported upon (where applicable) | 30 th June,2026 | Online |
| 4 | Submission of report by reporting officer to Reviewing Officer | 31 st July,2026 | Online |
| 5 | Report to be completed by Reviewing Officer. | 31 st August,2026 | Online |
| 6 | Display of APAR grading to the employees | 15 TH September,2026 | Online |
| 7 | Receipt of representation, if any, on APAR | Within 15 days of disclosure of APAR to the employees | Online |
| 8 | Forwarding of representations to the competent authority | 15 th 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 th November,2026 | Online |
| 11 | Completion of entire APAR process, after which the APAR will be finally taken on record | 31 th December,2026 | Online |
