

To

The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices/ NLIs**Sub: Online filling and recording of APAR for the employees of Samiti for the reporting year 2022-23 reg.**

Sir/Madam,

I am to draw your kind attention to this office letter of even number dated 01.08.2019 wherein instructions for online recording of APARs for the employees of the Samiti have been issued from the Reporting Year 2018-19 onwards. Accordingly the timeline / activity schedule for recording of APAR for online submission for the reporting year 2022-23 is as under:-

S. No.	Activity	Allowed Timeline
1	Distribution of the blank form (Online)	15.05.2023
2	Submission of self-appraisal to the Reporting Officer	15.06.2023
3	Forwarding of report by Reporting Officer to Reviewing Officer	15.07.2023
4	Forwarding of report by Reviewing Officer to the Accepting Authority	15.08.2023
5	Appraisal by Accepting Authority & Disclosure of APAR to the officer reported upon	15.09.2023
6	Agree / Disagree (Receipt of representation, if any, on APAR)	15 days from the date of communication
7	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the competent authority
8	Communication of the decision of the Competent Authority on the representation	Within 15 days of finalization of decision by Competent Authority
09	End of entire APAR process, after which the APAR will be finally taken on record.	30.11.2023

**Note** Entire APAR process should be completed by 30 November, 2023, after which APAR will be finally taken on record. No changes can be made in the APAR after the midnight of 30 November, 2023 and same will be automatically closed and finally submitted irrespective of its pendency in the channel.

The website enabling online recording of APARS for employees of NVS has been made live and is accessible through <https://iconnectnvsonline.in> and Login ID of the individual will be Employee ID and password has already been shared. The flowchart of APAR in electronic environment, general instruction for recording APAR

through online mode had already been circulated vide this office letter of even number dated 01.08. 2019 (Which is available in Samiti's website) for smooth operation of the platform.

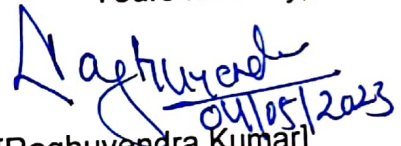
The following is the email of CDAC helpdesk team dedicated for addressing the queries regarding online filling of APAR

**Email - ithelpdesk.nvs@gmail.com**

You are requested to kindly disseminate this information to all the concerned and direct them to strictly adhere to the time schedule for filling of APAR as mentioned above

This issues with the approval of Competent Authority.

Yours faithfully,



[Raghuvendra Kumar]

Assistant Commissioner [Admn]

Copy to:

- 01.AC (E-III) – for similar action for JNVs.
- 02.All the employees of NVS Hqrs./Regional Offices / NLIs
- 03.AC(IT) – with a request to upload the same on the website of the Samiti and monitor the entire process and resolve all the technical issues .