

FROM

**DIRECTOR SECONDARY EDUCATION,
HARYANA, PANCHKULA.**

TO

- 1. ALL THE DISTRICT EDUCATION OFFICERS,
IN THE STATE.**
- 2. ALL THE DISTRICT ELEMENTARY EDUCATION OFFICERS,
IN THE STATE.**

**MEMO NO. 4/2-2015-APAR
DATED PANCHKULA THE 22.09.2016**


SUBJECT: CLARIFICATIONS TO FILL UP THE APARs FOR THE YEAR 2015-16.

Reference on the subject cited above.

The APARs of the teachers of various categories have been got printed and distributed in the field offices. Now, some queries have been received to clarify some points/clauses of the APAR proforma. The query raised and the corresponding clarification are as follows:-

Sr. No.	Queries	Clarifications
1.	That part-2 (Self-Appraisal) of the APARs is to be filled by the teacher only whereas there is no column to fillup by the teacher itself.	In the APARs proforma Section-III, Section-IV and Section-V have been separately provided for reporting, reviewing and accepting authorities. Therefore, in Part-II (Self Appraisal) the columns earmarked for these authorities are not to be filled up by them and the first column i.e. relating to reporting authority shall be used by the teacher concerned.
2.	That Part (i) of Results column mentioned on page 4 relates to Board Result contains 30 Marks. However, the teachers those who teach classes 6 th to 8 th are not having board classes/results.	In Section-II, at 1 (a) (i) & (ii) a total of 50 marks have been allocated for results i.e. 30 Marks for Board classes and 20 Marks for Non-Board classes. Therefore, in case of teachers who have not taught Board classes, marks are to be given out of total 50 marks.
3.	At page No. 5, point No. (ii) relating to Primary Teachers/ PRTs may be clarified.	Although, as per RTE Act, no children upto class 8 th is to be detained. However, the exams of the students are conducted in the schools. Thus, the children acquiring 33% marks and more may be considered pass for the purpose of APARs only.

4.	That 10 marks has been fixed for extra classes. However, the Department has not issued any instructions for extra classes.	This provision has been rightly made to encourage those teachers who take extra classes after school hours.
5.	That the proforma of 100 marks has been given twice in the APARs. It may be clarified.	In the APARs proforma, separate special sections i.e. Section-II, Section-III, Section-IV and Section-V have been separately provided for teacher, reporting, reviewing and accepting authorities respectively. All of these do independent assessment. Hence, independent criteria.


(VIRENDER SINGH)
ADDITIONAL DIRECTOR ADMINISTRATION
FOR DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA

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