

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. 15/12-2014 CO(1)
DATED PANCHKULA THE 19.07.2014**

SUBJECT: CLARIFICATION REGARDING INITIATION OF APAR'S OF TEACHING CATEGORIES.

Reference on the subject cited above.

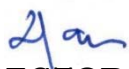
Some queries have been received from various quarters regarding APARs and the clarification in this regard is as under:-

1. That in case of independent Primary Schools where the post of 'Elementary School Head Teacher' is not sanctioned or the same is vacant, the senior most Teacher (in-charge) will write the APARs of Primary Teachers (PRTs)/ JBT teachers of the school. However the senior most Teacher (in-charge) would submit his own APAR for reporting to the neighborhood 'Elementary School Head Teacher'. In case where the 'Elementary School Head Teacher' is posted, he would write the APAR of Primary Teachers (PRTs)/ JBT teachers and would submit his APAR for reporting to the neighborhood 'Elementary School Head Master'.
2. Similarly in case of independent Elementary School/High School if the post of 'Elementary School Head Teacher'/ 'Head Master' is vacant, then the DDO/senior most teacher of the school will write the APARs of PGT/TGT/C&V Teachers of the school and would submit his APAR for reporting to the Head Master/Principal of the

neighborhood school. In case the Elementary School/High School is situated in the campus of High School/Senior Secondary School or in the same village, in that case the APARs of TGT/C&V Teachers of the school shall be written by the 'Head Master High School'.

3. That the APARs of PTIs/DPEs will be initiated by their respective Heads of Institutions i.e. Elementary School Head Master, Head Master High School and Principal Sr. Sec. School as the case may be.
4. In the APARs of the TGTs/PRTs category, in 'Section III' at Serial No. 5 in Part (b) 'Extra-academic Activities' the marks for serial No. 1 to 4 may kindly be read as 5 instead of 4.
5. In case, the post of BEO/BEEO is vacant and the additional charge of the post has been given to any officer, then that officer holding the additional charge of any particular post will act as initiating/ reviewing/ accepting authority as the case may be.
6. In case the post of Primary School Head Teacher, Elementary School Head Master in the school and in the neighborhood school are vacant and the post of Block Elementary Education Officer is also vacant, then the APARs of TGT/C&V Teachers/Primary Teachers (PRTs) of these schools shall be sent to the DEEO.

You are, therefore, directed to instruct all the initiating/ reviewing/ accepting authorities under your control accordingly in this regard.


**ADDITIONAL DIRECTOR ADMINISTRATION
FOR DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**