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मानव संसाधन प्रभाग, प्रधान कार्यालय
प्लॉट सं. 04, सेक्टर 10, द्वारका, नई दिल्ली-110075
HUMAN RESOURCES DIVISION, HEAD OFFICE
PLOT NO. 4, SECTOR 10, DWARKA, NEW DELHI – 110075

TO ALL OFFICES

DATE: 19-08-2025

SELF SUBMISSION OF APAR FOR FY 2024-25 – HALF DAY WINDOW

As per the HRMS Notice dated 31.07.2025, the last date for submission of Self-Appraisal by the officers was **08-08-2025**. Though the self-appraisal has been submitted by most of the officers, a few officers did not submit their appraisals for review period 2024-2025.

A one-time half-day window for such officers is being allowed on **20.08.2025 till 1:00 PM**.

It may be noted that in case appraisal is not initiated by the appraisee by the specified date/time, the appraisal will be auto escalated to the Reporting Authority.

All the Zonal Managers / Circle Heads / Divisional Heads are requested to inform the concerned officers and note that **No further extension will be allowed for submission of Self-Appraisal.**

**SUMESH KUMAR
(GENERAL MANAGER)**