

Details with regard to mapping of APARs for the reporting year 2024-2025 (01/04/2024 to 31/03/2025)
in respect of Class-I & II Officers/ Officials under the Secretariat Administration Department:

Sr. No.	Title	Particulars		
1.	Name of the Officer/ Official & Date of Birth			
2.	Present post held/ Office & Section where posted.			
3.	Year of joining the service			
4.	Date of appointment to the present post			
5.	PMIS code (e-attendance)			
		1 st Report	2 nd Report (If any)	3 rd Report (If any)
6.	Office(s)/ Section(s) where posted during the reporting year.			
7.	Period/ tenure (if worked for more than one Office/ Section during the reporting year).			
8.	Designation during the reporting year.			
9.	Name & designation of the Reporting Authority during the reporting year. (Note: If authority concerned has retired, mention the date of his retirement along with above details)			
10.	Name & designation of the Reviewing Authority during the reporting year. (Note: If authority concerned has retired, mention the date of his retirement along with above details)			
11.	Name & designation of the Accepting Authority during the reporting year. (Note: If authority concerned has retired, mention the date of			

	<i>his retirement along with above details)</i>			
12.	Period of absence/ leave/ etc.	Period	Type	Remarks
i	On leave (<i>specify type of leave</i>)			
ii	Others (<i>specify</i>)			
13.	Training programmes attended	Period	Name of the Institute	Subject (s)
14.	Awards/ Honours received during the reporting period (<i>If any</i>)			
15.	Date of filing the annual property return for the year ending December.			
16.	Whether the annual work plan (AWP) pertaining to the reporting period for the substantive post held prepared/ uploaded (Yes/ No)			

(Signature)
(Name/ Designation & Office)

(Note: Please ensure that all the details filled in are correct and complete in all manners)
