



कृषि और प्रसंस्कृत खाद्य उत्पाद
निर्यात विकास प्राधिकरण
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

**Agricultural and Processed Food Products
Export Development Authority**
(Ministry of Commerce & Industry, Govt. of India)

REF. NO.: APEDA-PL-25-2024-PRNL

DATED: 02.06.2026

OFFICE ORDER

This has reference to circulation of blank forms for submission of self-appraisal by the employees of APEDA and recording of remarks of Reporting and Reviewing officer in Annual Performance Assessment Report (APAR) for the year 2025-26. In this regard, the time limit for preparation/completion of APAR for Officers and Staff for the year 2025-26 is as under:

S. No.	Activity	Date By Which Activity to Be Completed	Auto Forwarding Date
1	Distribution of blank forms	03.06.2026	-
2	Submission of self-appraisal to reporting officer	30.06.2026	01.07.2026
3	Forwarding of report by reporting officer to reviewing officer	31.07.2026	01.08.2026
4	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority	31.08.2026	01.09.2026
5	Appraisal by Accepting Authority	30.09.2026	Auto Closure 01.10.2026

It may please be noted that the feature of auto forwarding of APAR to the next level after completion of the prescribed timeline has already been implemented.

However, all Reported upon, Reporting Officers and Reviewing Officers are requested to make the necessary entries in E-APAR within the time limit given as above.

Dr. Sudhanshu
Secretary

To: All APEDA Officials

Copy to: C&I – for necessary action