

**TIME SCHEDULE FOR PREPARATION OF CONFIDENTIAL
REPORTS FOR FACULTY POSITIONS**

Sl. No.	Nature of Action	Date by which to be completed
1.	Submission of self-appraisal to reporting officer by faculty to be reported upon	31 st January
2.	Submission of report by reporting officer to reviewing officer	10 th February
3.	Report to be completed by Reviewing Officer and sent to Establishment Department, Head Office	20 th February

Imported Notice:

- (i) The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the ACRs after 28th February following the annual reporting period.
- (ii) Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the ACRs after 30th April following the annual reporting period.