

F.No. 5(1)/2018-MGMT
Government of India
Ministry of Heavy Industries and Public Enterprises
Department of Public Enterprises

Block No.14, CGO Complex,
Lodi Road, New Delhi-110003
Dated the 21st October, 2020

OFFICE MEMORANDUM

Subject: Recording of Annual Performance Appraisal Reports of top management incumbents of Central Public Sector Enterprises (CPSEs) for the year 2020-21 - regarding

The undersigned is directed to refer to this Department's DO letter of even no. dated 5.4.2010 prescribing timelines for writing APARs of top management incumbents of CPSEs and to state that in line with provisions of Department of Personnel & Training O.M. No. 11059/01/2014-AIS-III(Pt.) dated 21.9.2020 and O.M. No. 21011/02/2015-Est(A-II)-Part II dated 9.10.2020 and 21.9.2020 (copy enclosed), Reporting/ Reviewing Authority, who demits/demitted office between 30th June, 2020 to 31st October 2020, shall be allowed to record APAR for the part period in respect of top management incumbents of CPSEs for the year 2020-21 beyond the extant time line of one month after their demission of office as per the timelines prescribed under DPE guidelines. The above relaxation is a one-time measure only.

2. All administrative Ministries/Departments are requested to take note of the above and bring the same to the notice of CPSEs under their respective administrative jurisdiction for information and compliance.



(Lokesh Bajpai)
Director
Tel : 2436-0218

Encl : As stated

To Secretaries of all administrative Ministries/Departments

Copy to :- Chief Executives of all CPSEs

No.21011/02/2015-Est(A-II)-Part II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
9th October, 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for reporting / reviewing of part period of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officer of Central Civil Services during the current the year 2020-21, by officers retiring from 30.06.2020 to 31.10.2020.

The undersigned is directed to invite attention to Department of Personnel & A.R. O.M. No. 21011/1/77-Estt.(A) dated 30.01.1978 and this Department's O.M. number 21011/1/93-Estt.(A) dated 14.01.1993 regarding recording of remarks by reporting and reviewing authority within one month after retirement (copies enclosed).

2. Due to unforeseen situation caused by COVID 19 pandemic, practical difficulty is being faced in recording the part period of APAR during the current year 2020-21 by the reporting / reviewing authority retiring on or after 30.06.2020. Accordingly, it has been decided, with the approval of the competent authority, that the reporting / reviewing authorities retiring from Government service during the period from 30.06.2020 to 31.10.2020, shall be allowed to record part period of the APAR for the current year 2020-21 of Group 'A', 'B' and 'C' officers of Central Civil Services, within 31.12.2020, in relaxation of the extant timelines for reporting and reviewing within one month after retirement. However, for reporting / reviewing authority retiring in November, 2020 or thereafter, the extant provisions as contained in O.Ms dated 30.01.1978 and 14.01.1993, mentioned at para 1 above, shall continue to be applicable.

3. The above relaxation is a one-time measure only.

Encl: (2)


(Kabindra Joshi)
Director

All Ministries/Departments/Cadre Controlling authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC, DoP&T – for uploading on DoP&T Website

CONFIDENTIAL

G.M. No. 21011/1/77-Estt. A
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DEPTT. OF PERSONNEL & A.R.

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New Delhi, the 30-1-1978

OFFICE MEMORANDUM

Subject: Confidential Report -Preparation and maintenance of.

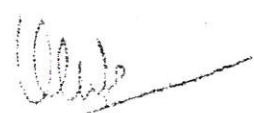
The undersigned is directed to refer to this Deptt's OM No. 51/5/72-Estt. A dated the 20th May, 1972 and OM No. 51/3/72-Estt. A dated the 2nd May, 1975 on the subject noted above and to say that the existing system of writing confidential reports has been reviewed and the following decisions have been taken:

- (i) The Annual Reports should be recorded within one month of the expiry of the report period and delay in this regard on the part of the reporting officer should be adversely commented upon. If the officer to be reported upon delays submission of self-appraisal, this should be adversely commented upon by the reporting officer.
- (ii) Where the reporting officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within a month of his retirement or demission of office.
- (iii) All adverse remarks in the Confidential Reports of Govt. servants, both on performance as well as on basic qualities and potential, should be communicated along with a mention of good points, within one month of their being recorded. The communication should be in writing and a record to that effect should be kept in the C.R. dossier of the Govt. servants concerned.
- (iv) Only one representation against adverse remarks (including reference to 'warning' or communication of the displeasure of the Govt. or 'reprimands' which are recorded in the confidential report of the Govt. servant) should be allowed within one month of their communication. While communicating the adverse remarks to the Govt. servant concerned, this time limit should be brought to his notice.

- (v) All representations against adverse remarks should be decided expeditiously by the competent authority and in any case, within three months from the date of submission of the representation. Adverse remarks should not be deemed as operative, if any representation filed within the prescribed limit is pending. If no representation is made within the prescribed time, or once this has been finally disposed of, there would be no further bar to taking notice of the adverse entries.
- (vi) Nymemorial or appeal against the rejection of the representation should be allowed six months after such rejection.

2. Ministry of Finance etc. are requested to bring these decisions to the notice of all concerned for favour of strict compliance and the provisions of OM No.51/5/72-Ests(A) dated 20th May, 1972 may be amended accordingly.

3. With a view to introducing a performance oriented appraisal system, the existing C.A. forms are also being revised for being brought into use for recording the reports for the year ending 31st March, 1978 or 31st December, 1978 as the case may be, and they would be circulated shortly.


(R.C. Gupta)

Deputy Secretary to the Govt. of India.

To

All Ministries/Depts of the Govt. of India.
with usual number of spare copies

No. 21011/1/77-Ests. A

Dt. the

- (1) Comptroller & Auditor General of India, with 200 spare
- (2) Central Vigilance Commission with 25 spare copies.
- (3) Union Public Service Commission with 25 spare copies
- (4) Commissioner for Linguistic Minorities, Allahabad.
- (5) Lok Sabha/Rajya Sabha Sectt.
- (6) All attached and subordinate offices of MHA and DP&AR
- (7) Copy to all Administrative Sections in the DP&AR
- (8) Copy to:- DS(R)/JS(E)/
JS(S)/ALS Section.


(R.C. Gupta)

Deputy Secretary to the Govt. of India.

NO. 21011/1/93-Estt. (A)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES &
PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING
....

NEW DELHI, DATED THE 14 JANUARY, 1993

OFFICE MEMORANDUM

SUB: Confidential Report-Preparation and maintenance of-

The undersigned is directed to say that in accordance with para 1(ii) of this Department's O.M.NO. 21011/1/77-Estt. (A) dated 30.1.78, where a reporting officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within one month of his retirement or demission of office. It has been decided to extend this provision hitherto applicable only to the reporting officer, to the reviewing authority also to enable him to review ACRs of his subordinates within one month after his retirement or demission of office.

2. Ministries/Departments are requested to bring this to the notice of all concerned for information and necessary action.

(S.K.PATRA)
DEPUTY SECRETARY TO THE GOVT. OF IND.

To

All Ministries/Departments of Govt. of India with usual number of s-pare copies.

No. 21011/1/93-Estt. (A) Dated 14 January, 1993

Copy to:

1. The Comptroller & Auditor General of India.
2. The Central Vigilance Commission.
3. The Union Public Service Commission.
4. Lok Sabha/ Rajya Sabha Sectt.
5. The Commissioner of Linguistic Minorities, Allahabad.
6. All attached and subordinate offices of MHA & DP&T.
7. All Administrative Section in DP&T.

(S.K.PATRA)
DEPUTY SECRETARY TO THE GOVT. OF
INDIA.

By Speed post / Email

F.No. 11059/01/2014-AIS-III(Pt.)

Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 21st September, 2020

To,

The Chief Secretaries of States / UTs

Subject: Extension of timelines for recording of PAR by the AIS officers retiring from 30.06.2020 to 31.10.2020 during the current PAR year 2020-21 – reg.

Sir /Madam,

I am directed to refer to the provisions of Rule 7A of AIS(PAR)Rules, 2007 as amended, relating to recording of PAR by the reporting / reviewing / accepting authorities within one month of their retirement.

2. Due to unforeseen situation caused by COVID 19 pandemic, a practical difficult is being faced in recording part PAR for the current year 2020-21 by the reporting / reviewing / accepting retiring on or after 30th June, 2020. Accordingly, it has been decided with the approval of competent authority, the reporting / reviewing / accepting authorities retiring from 30.06.2020 to 31.10.2020, shall be allowed to record part- PAR for the year current year 2020-21 beyond extant timeline of one month after their retirement, but within 31.12.2020, in relaxation of Rule 7A of AIS(PAR)Rules, as amended. However, for reporting / reviewing / accepting authorities retiring in November, 2020 or thereafter, Rule 7A of AIS(PAR)Rules shall continue to be applicable.

3. The aforesaid relaxation is as one-time measure only.


(Nidhi Srivastava)
Deputy Secretary to the Government of India
Tele: 011-23092483

Copy for information and necessary action to:-

- (1) All the Ministries / Department of Government of India
- (2) The Ministry of Home Affairs, being cadre controlling authority for IPS, North Block, New Delhi.
- (3) The Ministry of Environment, Forest & CC, being cadre controlling authority for IFoS, Lodhi Road, Jor Bagh, New Delhi.
- (4) NIC, DOPT – for uploading on the website of DOPT.