

No.22/6/2021-CS-I (APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Division

2nd Floor, A- Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003,
Dated; 17th May, 2021.

OFFICE MEMORANDUM

Subject: Extension of time lines for submission of Annual Performance Assessment Report (APAR) in respect of Group-A, B and C officers of CSS/CSSS/CSCS cadre through SPARROW portal for the year 2020-2021.

The undersigned is directed to invite reference to the Establishment Division's, DoPT OM No. 21011/02/2015-Estt.(A-II)-Part.II dated 14th April, 2021, wherein various dates for completion of entire APAR process for the year 2020-21 in respect of Group 'A', 'B' and 'C' officers of Central Civil Services have been extended.

2. Accordingly, in the light of situation arising out of Covid-19, it has been decided with the approval of competent authority that the timelines for distribution/online generation, recording and completion of entire APAR process for the year 2020-21, shall be extended, as a one time-time measure, as specified in the Annexure, in respect of all Group-A, B and C officers of CSS/CSSS/CSCS cadres. The relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2020-21 after 31.12.2021.


3. Where the Reporting and the Reviewing authorities fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self assessment for the year, if he/she has submitted his/her self-appraisal within stipulated time.

4. It has further been decided that for the APAR year 2020-21, the extended timelines specified in the Annexure shall also apply to the Reporting and Reviewing authorities, who have demitted office or retired from service on or after 28.02.2021. They shall be allowed to record their remarks till the respective extended cut-off dates.


17/5/21

(Zachariah Thomas)

Under Secretary to the Government of India

 24624046

To:-

1. All Ministries/ Departments/ Cadre Units of CSS/CSSS/CSCS (Through DoPT Web-site).
2. DS (CS-II).

Annexure

Time schedule for generation, recording and completion of APAR for 2020-21 in respect of Group-A, B and C officers of CSS/CSSS/CSCS cadres.

(Annexure to O.M.No.22/6/2021-CS-1 (APAR) dated 17.05.2021).

S.No.	Activity	Date by which activity to be completed
1.	Distribution of blank forms/online generation	31 st May 2021
2.	Submission of self-appraisal to the Reporting Officer	30 th June 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer*	31 st July 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell	31 st August 2021
5.	Disclosure of APAR to the officer reported upon	10 th September 2021
6.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
7.	Forwarding of representations to the competent authority	30 th September 2021
8.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority.
9.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
10.	End of entire APAR process, after which the APAR will be finally taken on record	31 st December 2021

**Not applicable for CSSS officers. The Reporting Officer in case of CSSS officers will forward his/her report to Administration/APAR Section, wherever provided.*

