

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

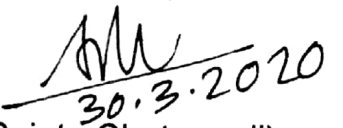
North Block, New Delhi
30th March 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-2020.

In continuation of this Department's O.M. No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020 extending the timeline for distribution of blank APAR forms and completion of self-appraisal for Group 'A' officers of Central Civil Services owing to situation arising out of the lockdown due to spread of corona virus, it has been decided, with the approval of the competent authority, that the revised target dates for distribution/online generation, recording and completion of entire APAR process for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services shall be as specified in the Annexure. This relaxation is a one-time measure **only** for the APAR year 2019-20, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2019-20 after 31.12.2020. Where the reporting, reviewing and the accepting authority 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 has submitted his self-appraisal within stipulated time.

2. It has further been decided that for the APAR year 2019-20, the extended timelines specified in the Annexure **shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020**. They shall be allowed to record their remarks till the respective extended cut-off dates.


30.3.2020
(Sujata Chaturvedi)
Additional Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India
Copy to :

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT Website.

**Time schedule for recording and completion of APAR for the year 2019-2020
for Group 'A', 'B' and 'C' officers of Central Civil Services.**

| Sl.No. | Activity | Date by which activity to be completed. |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| (1) | (2) | (3) |
| 1. | Distribution of blank forms | 31st May 2020 (May be completed even a week earlier) |
| 2. | Submission of Self- appraisal to reporting officer | 30th June 2020 |
| 3. | Forwarding of report by reporting officer to reviewing officer | 31st July 2020 |
| 4. | Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority(wherever provided) | 31st August 2020 |
| 5. | Appraisal by Accepting Authority, wherever provided | 30th September 2020 |
| 6. | (i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority | 10th September 2020 10th October 2020 |
| 7. | Receipt of representation, if any, on APAR | 15 days from the date of disclosure |
| 8. | Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR | 30th September 2020 31st October 2020 |
| 9. | Disposal of representation by the competent authority | Within one month of the date of receipt of representation by the competent authority |
| 10. | 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 |
| 11. | End of entire APAR process, after which APAR will be finally taken on record | 31st Dec 2020 |