

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

North Block, New Delhi-110001

Dated 14<sup>th</sup> April, 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 Central Civil Services for the year 2020-21.

The time schedule for recording and completion of APAR is laid down in this Department OM No. 21011/01/2009-Estt. (A) (Pt.II) dated 23.07.2009.

2. In the light of situation arising out of COVID-19, 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 2020-21 for Group 'A', 'B' and 'C' officers/staff of Central Civil Services shall be as specified in the Annexure.

3. This relaxation is a **one-time** measure only for the APAR year 2020-21, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2020-21 after 31.12.2021. 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.

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, reviewing and accepting 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.

  
(Kabindra Joshi)  
Director (E-II)

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

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3. E.O. Division, DoPT, North Block, New Delhi
4. NIC, for uploading in DoPT website

**Annexure**

Time schedule for generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms	31 <sup>st</sup> May 2021
2.	Submission of self-appraisal to the Reporting Officer	30 <sup>th</sup> June 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	31 <sup>st</sup> July 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting Authority (wherever provided)	31 <sup>st</sup> August 2021
5.	Appraisal by Accepting Authority, wherever provided	30 <sup>th</sup> September 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	10 <sup>th</sup> September 2021
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	10 <sup>th</sup> October 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority	
	(v) Where there is no accepting authority for APAR.	30 <sup>th</sup> September 2021
	(vi) Where there is accepting authority for APAR.	31 <sup>st</sup> October 2021
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 the APAR will be finally taken on record.	31 <sup>st</sup> Dec 2021