

No.A-28013/2/2016-CAC
Government of India
Ministry of Finance
Department of Expenditure
Office of Chief Adviser Cost

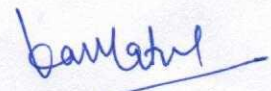
2nd Floor, 'C' Wing, Loknayak Bhawan,
New Delhi, Dated 01st July, 2020

OFFICE MEMORANDUM

Subject: Extension of Timelines for recording of Annual Performance Assessment Report (APAR) for the Year 2019-20 in respect of ICoAS Officers-reg.

The undersigned is directed to refer DoPT's OM No. 21011/02/2015-Estt.(A-II)-Part II dated 11th June 2020 (Copy enclosed) prescribing the time schedule for generation and recording of APAR for the Year 2019-20. It is reiterated that, as per the said OM, the entire process of recording APAR for the year 2019-20 is to be completed **by 31st March 2021** and after that "No remarks" will be recorded in the APAR. Therefore, all the ICoAS officers, Custodians, Reporting Officers/Reviewing Officers are requested to follow the prescribed timelines for recording and completion of APARs for the year 2019-20.

2. Further, DoPT vide OM No. 21011/02/2015-Estt.(A-II)-Part II dated 22nd May 2020 (Copy enclosed) has already delinked the submission of Medical Report from recording and completion of APAR for the year 2019-20 and has extended the timeline for submission of Medical Report upto 31.12.2020.



(Vikas Mathur)
Deputy Director (Cost)
Ph. 24653487

To,

1. **All ICoAS Officers** (*through e-mail only*)
2. **All 'PAR Custodian' and 'Alternate Custodian'** in the various participating offices as per the list attached.
3. **Copy to be placed on the website: www.cac.gov.in**

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
11th June 2020

OFFICE MEMORANDUM

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

The undersigned is directed to invite attention to this Department's O.M. of even number dated 30.03.2020 on the above subject, extending the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lockdown due to spread of corona virus.

2. In view of prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in Annexure.

3. The extended timelines for the APAR year 2019-20 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed vide O.M. of even number dated 22.05.2020 delinking recording and completion of APAR for the year 2019-20 from the conduct of Annual Medical Examination and thereafter submission of summary of Medical Report by 31.12.2020, shall continue.

(Kabindra Joshi)
Director
Tel:23093180

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

Annexure

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/ online generation of APAR	By 31 st July 2020 or earlier
2.	Submission of Self- appraisal to reporting officer	31 st August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30 th September 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 th November, 2020
5.	Appraisal by Accepting Authority, wherever provided	31 st December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	31 st December, 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	15 th January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
8.	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	31 st January, 2021
	(b) Where there is accepting authority for APAR	15 th February, 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 APAR will be finally taken on record	31 st March, 2021

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
22nd May, 2020

OFFICE MEMORANDUM

Subject: Extension of timeline for submission of summary of Medical Report in respect of Group 'A' officers of Central Civil Services for the year 2019-2020 – reg.

The undersigned is directed to invite attention to this Department's O.M. No.21011/02/2015-Estt.(A)-Part dated 09th March, 2020, vide which the last date for submission of summary of Medical Report by Group 'A' officers of the Central Civil Services for the year 2019-20 was extended up to 30th June 2020 in view of the situation arising out of the spread of Novel Coronavirus (COVID-19). Subsequently, the timelines for recording of Annual Performance Appraisal Report (APAR) were also extended vide this Department's OM No.21011/01/2009-Estt(A)(Pt.II), dated 27th March, 2020 and OM No. 21011/02/2015-Estt.(A)-Part dated 30th March, 2020.

2. In view of the prevailing situation, it has been decided to delink the submission of summary of Medical Report from recording and completion of APAR for the year 2019-20. The timeline for conduct of Annual Medical Examination and thereafter submitting the summary of the Medical Report for the year 2019-20 is extended for a further period up to 31.12.2020. However, recording and completion of APAR for the year 2019-20 may be done as per the time schedule given in Annexure to this Department's OM No. 21011/02/2015-Estt.(A)-Part dated 30th March, 2020, without insisting on submission of summary of Medical Report.


(Kabindra Joshi)
Director

All Ministries/Departments/Cadre Controlling Authorities in 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.