

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  
9<sup>th</sup> 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

U.N.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.

....2/-



- (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) No memorial 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.R. 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 copies
- (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)/A&S section.



(R. C. Gupta)

Deputy Secretary to the Govt. of India.

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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 INDIA

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.