

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

2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated : 25th June, 2021.

OFFICE MEMORANDUM

Subject: Extension of timelines 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 this Department's OM of even number dated 17th May, 2021 conveying revised timelines for completion of APAR process for the year 2020-21 in respect of Group 'A', 'B' and 'C' officers of CSS/CSSS/CSCS cadres and the Estt. Division of DoPT's O.M. No 21011/02/2015-Estt. (A)-part-II dated 17th June, 2021 vide which the timelines for completion of APAR process for the year 2020-21 for group 'A', 'B' and 'C' officers of Central Civil Services has been further extended.

2. Accordingly, in the view of the prevailing Covid-19 situation, 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 also be extended further in respect of all Group -A, B and C officers/staff of CSS/CSSS/CSCS cadres as specified in the Annexure.

3. 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 officers 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.

4. Further, the decision conveyed vide Estt. Division OM dated 14.06.2021 (copy enclosed) delinking recording and completion of APAR for the year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of summary of medical report by 31.12.2021 may also please be noted for compliance.


(Zachariah Thomas)

Under Secretary to the Govt. of India
Tele: 011-24624046

To

1. All Ministries/ Department/ Cadre Units of CSS/CSSS/CSCS.
2. DS(CS-II)

Annexure

Time schedule for generation, recording and completion of APAR process for 2020-21 in respect of Group-A, B and C officers of CSS/CSSS/CSCS cadres. (O.M.No.22/6/2021-CS-I(APAR) dated 25.06.2021)

S.No.	Activity	Date by which activity to be completed
1.	Distribution of blank forms/online generation of APAR	31 st July, 2021
2.	Submission of self-appraisal by the officer reported upon to the Reporting Officer	31 st August, 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer*	30 th September, 2021
4.	Forwarding of report by Reviewing Officer *	15 th November, 2021
5.	Disclosure of APAR to the officer reported upon	30 th November, 2021
6.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
7.	Forwarding of representations to the competent authority	31 st December, 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 March, 2022

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

