



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
CENTRAL BOARD OF DIRECT TAXES
HUMAN RESOURCE DEVELOPMENT

2nd Floor, Jawaharlal Nehru Stadium, New Delhi-110003.

HRD/PM/APAR/20-21/ 1867

Dated: 28/06/2021

To
All Pr.CCsIT/Pr.DGsIT

Sir/Madam

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 2020-21 -Reg.

DOPT vide its OM dated 17.06.2021 (Copy Enclosed) has extended timelines for APAR reporting for Group-A, B and C officers/officials of Central Civil Services for the year 2020-21.

The Changed timelines are as under:

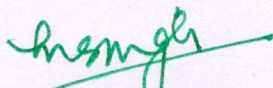
Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services.

Sl. No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms/ online generation of APARs	31 st July 2021 or earlier
2.	Submission of Self-appraisal to 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 to APAR Cell/Accepting Authority(wherever provided)	15 th November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 th December, 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	30 th November, 2021

	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	31st December, 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 (b) Where there is accepting authority for APAR	31st December, 2021 15th January, 2022
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 the entire APAR process, after which APAR will be finally taken on record	31st March, 2022

The salient Features of the above OM are as follows:

- This extension is a one-time measure for APAR for 2020-21 owing to situation arising out of the lockdown due to spread of corona virus.
- The extended time limits for APAR for 2020-21, shall also apply to Reporting/Reviewing/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.
- Further, the decision conveyed vide O.M of even number dated 14.06.2021 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, shall continue.


(Meeta Singh)

Additional Director General (HRD)-1

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 17th June, 2021

OFFICE MEMORANDUM

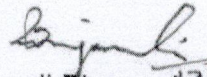
Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2020-21.

The undersigned is directed to invite attention to this Department's OM of even number dated 14.04.2021 on the above subject, extending the timelines for distribution / online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lock down due to spread of corona virus.

2. In view of the prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 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 2020-21 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed *vide* OM of even number dated 14.06.2021 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, shall stand.


(Murali Bhavaraju) 17/6/21

Deputy Secretary to the Govt of India

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

Copy to:

1. AIS Division, DoPT, North Block, New Delhi
2. NIC, for uploading in DoPT website

Annexure

Time schedule for 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/ on line generation of APAR	31 st July, 2021
2.	Submission of self-appraisal 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 to APAR Cell/ Accepting authority (wherever provided)	15 th November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 th December, 2021
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.	30 th November, 2021 31 st December, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR.	31 st December, 2021 15 th January, 2022
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 st March, 2022