



भारत सरकार
Govt. of India

रक्षा लेखा महानियंत्रक कार्यालय
उलान बटार मार्ग, पालम, दिल्ली छावनी – 110010
प्रशासन (संगठन-भा.र.ले.से.) अनुभाग
Office of The Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt. – 110010
Admin (Estt.-IDAS) Section
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रक्षा मंत्रालय
Ministry of Defence

No.: IDAS-PAR0Corr(FY19)/1/2020-AN(E-IDAS)

Date: 22/06/2021

IMPORTANT CIRCULAR
THROUGH WEBSITE

To

All PAR Managers/PAR Custodians (for IDAS)
All IDAS officers

Sub: Extension of timelines for submission of Performance Appraisal Report (PAR) for the year 2020-21

In continuation of this officer circular of even no. dated 26/04/2021, please find enclosed a copy of DoPT OM No. 21011/02/2015-Estt.(A-II)-part. II dated 17/06/2021 on the subject for information, guidelines and compliance please.

2. In view of the extended timelines by the DoPT, the timelines for 4-tier forms provided vide this office ibid circular dated 26/04/2021 are revised as under:

Activity (where applicable)	Due Date
PAR generation	31/07/2021
Self-appraisal	31/08/2021
1 st Reporting	23/09/2021
Reporting/2 nd Reporting	30/09/2021
1 st Review	08/11/2021
Review/2 nd Review	15/11/2021
Acceptance	15/12/2021

3. A strict compliance of the above may please be ensured.

Encl: As above


(Manish)
Sr. ACGDA (Admin)

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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)

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	30 th November, 2021
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	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.	31 st December, 2021
	(ii) Where there is accepting authority for APAR.	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