



Government of India
Ministry of Finance
Central Board of Indirect Taxes and Customs
Directorate General of Human Resource Development, HRM-I
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F No. 40/BVS/DGHRD(HRM-I)/APAR/SPARROW-IRS/2020

Dated the 15th April, 2021

To,
The Principal Chief Commissioner / Chief Commissioner, Customs and GST(All),
The Principal Director General / Director General (All),
The Principal Commissioner /Pr. ADG/Commissioner/ADG, Customs and GST (All),
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.
Commissioner (Coordination-I/II), CBIC/JS(Admn), CBIC, New Delhi,
Deputy Secretary, Ad. II, CBIC, New Delhi.

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

Sir/Madam,

Please refer to this office letters of even number dated 24.03.2021 and F.No.38/BVS/DGHRD(HRM-I)/SPARROW CBIC/202 dated 25.03.2021 for online writing for APAR (2020-21 cycle) in SPARROW-IRS & SPARROW-CBIC respectively.

2. Vide DoPT OM No. 21011/02/2015-Est(A-II)-Part II dated 14.04.2021, the timelines /target dates have been revised/extended for writing of APAR of Group 'A', 'B' and 'C' of Central Civil Services for the assessment period 2020-21, as a one-time measure, owing to the situation arising out of COVID 19 pandemic (Copy enclosed).

3. Accordingly, the revised timelines for self-appraisal, reporting and reviewing are as below:-

S.No	Activity	Date by which to be completed
1.	Generation/Creation of blank APAR by the Custodian and sending it to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting officers where self appraisal is not to be given)	31 st May, 2021
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	30th June, 2021

3.	Submission of report by reporting officer to reviewing officer	31st July, 2021
4.	Report to be completed by Reviewing Officer and to be sent to CR Section (Custodian)	31st August, 2021
5.	Disclosure to the officer reported upon	10th September, 2021
6.	Receipt of representation, if any, on APAR	15 days from the date of disclosure of APAR
7.	Forwarding of representations to the competent authority	30th September, 2021
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
9.	Communication of the decision of the competent authority on the representation	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 (Closure of APAR cycle 2020-21 in SPARROW)	31st December, 2021

3. **It is also requested that the following may be kindly noted:**

- (i) This relaxation is a one-time measure only for the APAR year 2020-21, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2020-21 after 31.12.2021. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.
- (ii) For APAR cycle, the Reporting, Reviewing and Accepting authorities, who have demitted office or retired from service on or after 28.02.2021 shall be allowed to record their remarks till the respective extended cut-off dates.

3. Although, the timelines have been revised/extended as above, all officers/staff may be requested not to wait for the last date to avoid last hour rush etc.

4. It is requested to kindly bring these instructions to the notice of all officers/staff under your jurisdiction, for information and compliance please.

Encl: As above.

Yours faithfully,


 15/4/2021
 (LIMATULA YADEN)

Additional Director General, HRM-I
 DGHRD-CBIC

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 14th April, 2021

OFFICE MEMORANDUM

Subject: Extension of time lines for submission 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 time schedule for recording and completion of APAR is laid down in this Department OM No. 21011/01/2009-Estt. (A) (Pt.II) dated 23.07.2009.

2. In the light of situation arising out of COVID-19, it has been decided with the approval of the competent authority that the revised target dates for distribution/online generation, recording and completion of entire APAR process for the year 2020-21 for Group 'A', 'B' and 'C' officers/staff of Central Civil Services shall be as specified in the Annexure.

3. This relaxation is a **one-time** measure only for the APAR year 2020-21, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2020-21 after 31.12.2021. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.

4. 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 and 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.


(Kabindra Joshi)
Director (E-II)

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

Copy to:

3. E.O. Division, DoPT, North Block, New Delhi
4. NIC, for uploading in DoPT website

Annexure

Time schedule for generation, 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	31 st May 2021
2.	Submission of self-appraisal to the Reporting Officer	30 th June 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	31 st July 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting Authority (wherever provided)	31 st August 2021
5.	Appraisal by Accepting Authority, wherever provided	30 th September 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	10 th September 2021
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	10 th October 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority	
	(v) Where there is no accepting authority for APAR.	30 th September 2021
	(vi) Where there is accepting authority for APAR.	31 st October 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 the APAR will be finally taken on record.	31 st Dec 2021