



मानव संसाधन विकास महानिदेशालय, एचआरएम-1  
 केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड,  
 भाई वीर सिंह साहित्य सदन, तृतीय तल, भाई वीर सिंह मार्ग  
 गोल मार्केट, नई दिल्ली-110001  
 फ़ोन: 011-23748048, फ़ैक्स: 011-23748050 ([www.dghrdcbic.gov.in](http://www.dghrdcbic.gov.in))

सेवा में,

दिनांक: 29.05.2024

प्रधान मुख्य आयुक्त / मुख्य आयुक्त सीमा शुल्क एवं जीएसटी (सभी),  
 प्रधान महानिदेशक / महानिदेशक सीमा शुल्क एवं जीएसटी (सभी),  
 प्रधान आयुक्त / आयुक्त निदेशालयों (सभी),  
 प्रधान आयुक्त / आयुक्त, निपटान आयोग (सभी),  
 प्रधान आयुक्त / आयुक्त, सेस्टेट (सभी),  
 आयुक्त (समन्वय), सीबीआईसी, नई दिल्ली,  
 निदेशक, ए.डी.॥, सीबीआईसी, नई दिल्ली।

महोदय/महोदया,

विषय: केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड के अंतर्गत अधिकारियों/कर्मचारियों के संबंध में आकलन वर्ष 2023-24 के लिए APAR की समय सीमा का विस्तार ।

कृपया DoPT OM संख्या 21011/04/2023-Estt.(A.II) दिनांक 28.05.2024 देखें, जिसमें लोकसभा चुनाव 2024 में व्यस्तताओं के चलते केंद्रीय सिविल सेवाओं के संबंध में मूल्यांकन वर्ष 2023-24 के लिए विभिन्न स्तरों पर APAR जमा करने की समय सीमा को संशोधित किया गया है।

2. इस संबंध में, सक्षम प्राधिकारी द्वारा केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड के तहत अधिकारियों/कर्मचारियों के संबंध में मूल्यांकन वर्ष 2023-24 के लिए विभिन्न स्तरों के लिए समय-सीमा (अनुलग्नक के अनुसार) को संशोधित करने का निर्णय लिया गया है। ।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

भवदीय,

(अभिषेक अग्रवाल)

Signed by Abhishek  
 अपर निदेशक  
 एच.आर.एम-1, डी.जी.एच.आर.डी  
 Date: 31-05-2024 14:23:59

No. 21011/04/2023-Estt.(A.II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi – 110001  
Dated 28<sup>th</sup> May, 2024

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.**

The undersigned is directed to invite reference to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.


2. In view of engagement in ongoing Lok Sabha Election, 2024, difficulties have been reported by the officers belonging to Central Civil Services in sticking to the timelines given in the OMs referred to above.

3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines for recording APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> March (This may be completed even a week earlier)	31 <sup>st</sup> March (This may be completed even a week earlier)
(2)	Submission of self-appraisal to the Reporting Officer by ORU	30 <sup>th</sup> April	30 <sup>th</sup> June
(3)	Submission of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June	31 <sup>st</sup> August
(4)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 <sup>st</sup> July	31 <sup>st</sup> October
(5)	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August	31 <sup>st</sup> December
(6)	(a) Disclosure to the ORU where there is no Accepting Authority	01 <sup>st</sup> September	1 <sup>st</sup> November

	(b) Disclosure to the ORU where there is Accepting Authority	15 <sup>th</sup> September	1 <sup>st</sup> January
(7)	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of disclosure
(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	21 <sup>st</sup> September 06 <sup>th</sup> October	15 days from the date of receipt of representation
(9)	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	Within one month from the date of receipt of representation
(10)	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November	15 days from the date of disposal of representation
(11)	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	15 days from the date of Communication of the decision

3. The aforesaid relaxation is just a one-time measure for the Central Civil Services Officers for the year 2023-24 .

  
(S. P. Pant)  
Director(PP.II)  
23093074

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