

भारतीय मानक ब्यूरो

(स्थापना विभाग)

संदर्भ: Estt/C-35089/2024

दिनांक: 18 June 2024

विषय: (i) एचएफएमएस में ऑनलाइन एपीएआर जमा करना/**Submission of Online APARs in HFMS**
(ii) समूह 'ए', समूह 'बी', समूह 'सी' (A&F and Other Posts) कर्मचारियों के संबंध में रिपोर्टिंग वर्ष 2023-24 के लिए वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट (एपीएआर) की रिकॉर्डिंग के लिए समय-सीमा में ऑनलाइन एचएफएमएस में प्रस्तुत करना/**Extension of timelines for Recording of Annual Performance Assessment Report (APAR) through HFMS for the reporting year 2023-24 in respect to Group 'A', Group 'B' & Group 'C' (A&F and other posts) employees-reg.**

परिपत्र / Circular

This is with reference to Establishment Department circular no. Estt/C-19325/2024 dated 26 March 2024, and Estt/C-35089 dated 16 April 2024 & 26 April 2024 on the subject cited above. (copy enclosed)

2. In line with DoPT guidelines the timelines for recording APARs for the year 2023-24 is extended as follows: -

Sl.No.	Activity	Cut Off dates	
		Existing	Revised
1.	Submission of self-appraisal to the Reporting Officer by Officer to be reported upon (where applicable)	30 April 2024	30 June 2024
2.	Submission of report by Reporting Officer to Reviewing Officer	30 th June 2024	31 st August 2024
3	Submission of report by Reviewing Officer to APAR Cell/Accepting Authority (wherever provided)	31 st July 2024	31 st October 2024
4	Appraisal by Accepting Authority, wherever provided	31 st August 2024	31 st December 2024
5	Disclosure of APAR to the Officer reported upon where there is no Accepting Authority	1 st September 2024	1 st November 2024
	Disclosure of APAR to the Officer reported upon where there is Accepting Authority	15 September 2024	1 st January 2025
6	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

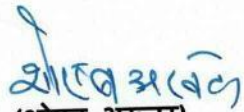
Sl.No.	Activity	Cut Off dates	
		Existing	Revised
7	a) Forwarding of representation to the Competent Authority where there is no accepting authority for APAR	21 st September 2024	15 days from the date of receipt of representation
	b) Forwarding of representation to the Competent Authority where there is accepting authority for APAR	06 October 2024	
8	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
9	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November 2024	15 days from the date of disposal of representation
10	End of entire APAR process after which the APAR will be finally taken on record	30 November 2024	15 days from the date of communication of the decision

3. All concerned officials are once again requested to adhere the guidelines/instructions regarding timely preparation and record of the APARs available on the subject. The instructions issued vide circular reference Estt-V/19325/2023 dated 01.12.2023 may also be referred for compliance.

4. It is once again advised to submit online APAR such before the last date and not wait till the last date to avoid possibility of server problem, inability or failure to login to HFMS accounts.

5. In case of any doubt/discrepancy related to filing of APAR, Establishment Department may please be contacted. Any technical issues shall be reported to ITS Department/HFMS Helpdesk.

5. This issues with the approval of Competent Authority.


(शोएब अख्तर)

निदेशक (स्थापना)

**All Group-A, Group-B, Group-C Employees of Admin, Finance and Other Posts through
BIS Intranet**

**Copy to: All Departments at HQ/ROs/BOs/Labs/NITS
All Reporting & Reviewing Officer
ITSD is requested to make necessary arrangements in HFMS**

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 28th 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 st March (This may be completed even a week earlier)	31 st March (This may be completed even a week earlier)
(2)	Submission of self-appraisal to the Reporting Officer by ORU	30 th April	30 th June
(3)	Submission of report by Reporting Officer to Reviewing Officer	30 th June	31 st 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 st July	31 st October
(5)	Appraisal by accepting authority, wherever provided	31 st August	31 st December
(6)	(a) Disclosure to the ORU where there is no Accepting Authority	01 st September	1 st November

	(b) Disclosure to the ORU where there is no Accepting Authority	15 th September	1 st 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 st September 06 th 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 th 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 th 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

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.

भारतीय मानक ब्यूरो
(स्थापना विभाग)

संदर्भ: Estt/C-35089/2024

दिनांक: 26 April 2024

विषय: (i) एचएफएमएस में ऑनलाइन एपीएआर जमा करना/**Submission of Online APARs in HFMS**
(ii) समूह 'ए', समूह 'बी', समूह 'सी' (A&F and Other Posts) कर्मचारियों के संबंध में रिपोर्टिंग वर्ष 2023-24 के लिए वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट (एपीएआर) की रिकॉर्डिंग के लिए समय-सीमा में ऑनलाइन एचएफएमएस में प्रस्तुत करना/**Timelines for Recording of Annual Performance Assessment Report (APAR) through HFMS for the reporting year 2023-24 in respect to Group 'A', Group 'B' & Group 'C' (A&F and other posts) employees-reg.**

परिपत्र / Circular

This is with reference to Establishment Department circular no. Estt/C-19325/2024 dated 26 March 2024 followed by reminder dated 03 April 2024 and circular reference no. Estt-C-35089 dated 16 April 2024 on the subject cited above. (copy enclosed)

2. All Group-A, Group-B, & C employees of Admin, Finance and Other Posts are once again requested to complete the Self-Initiation/Validation and Self Assessment of APAR in correct manner in HFMS within prescribed **extended timeline i.e. 30 April 2024**.

3. It is also advised to submit online APAR much before the last date and not to wait till the last date to avoid the possibility of server problem, inability or failure to login to HFMS account.

4. The queries/grievance received in respect to APAR (including technical issues related to HFMS) till date have been addressed.

5. In case of any doubt/discrepancy related to filing of APAR, Establishment Department may please be contacted. Any technical issues shall be reported to ITS Department/HFMS Helpdesk.

शोएब अख्तर
(शोएब अख्तर)
निदेशक (स्थापना)

**All Group-A, Group-B, Group-C Employees of Admin, Finance and Other Posts through
BIS Intranet**

**Copy to: All Departments at HQ/ROs/BOs/Labs/NITS through BIS Intranet
ITSD**

भारतीय मानक ब्यूरो
(स्थापना विभाग)

दिनांक: 16 April 2024

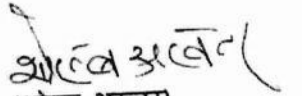
संदर्भ: Estt/C-35089/2024

विषय: Extension of Timelines for submission of Self-Appraisal in Annual Performance Assessment Reports (APAR) by the Officer Reported Upon in respect of Group-A, B & C (A&F and Other Posts) employees for the year 2023-24.

परिपत्र/Circular

In line with DoPT Office Memorandum No. 21011/04/2023-Estt (A-II) dated 15 April 2024, it has been decided to extend the timelines for submission of self-appraisal by the Officer Reported Upon in the APAR for Group-A, B & C (A&F and Other Posts) employees through HFMS Portal from **15 April 2024 to 30 April 2024** for APAR of the period 2023-24.

2. The other timelines as prescribed in Establishment Department's circular reference no. Estt/C-19325/2024 dated 26 March 2024, shall remain the same.
3. All Group-A, B & C (A&F and Other Posts) employees of BIS are, therefore requested to ensure compliance to aforesaid Memorandum of DoPT.
4. This issues with the approval of Competent Authority.


(शोभा अखतर)
निदेशक (स्थापना)

All Group-A, Group-B, & C employees of Admin, Finance and Other Posts

**Copy to: All Departments at HQ/ROs/BOs/Labs/NITS
ITSD make necessary arrangement in HFMS Module**

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 15th April, 2024

OFFICE MEMORANDUM

Subject: Extension of timelines for submission of Self-appraisal in Annual Performance Assessment Reports (APAR) by the Officer Reported Upon in respect of Central Civil Services for the year 2023-24

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009, on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In the light of ensuing Lok Sabha Elections, it has been decided to extend the timelines for submission of self-appraisal in the APAR, by the Officer Reported Upon from 15th April to 30th April, for the year 2023-24.
3. The other timelines, as prescribed at Annexure III of DoP&T's OM No. 21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009, shall remain the same.


(S. P. Pant)
Director

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

भारतीय मानक ब्यूरो
(स्थापना विभाग)

26.03.2024

संदर्भ: Estt/C-19325/2024

विषय: (i) एचएफएमएस में ऑनलाइन एपीएआर जमा करना/ **Submission of Online APARs in HFMS**
(ii) समूह 'ए' (A&F and Other Posts), समूह 'बी' (A&F and Other Posts), समूह 'सी' (A&F and Other Posts) और प्रयोगशाला तकनीकी पदों के कर्मचारियों के संबंध में रिपोर्टिंग वर्ष 2023-24 के लिए वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट (एपीएआर) की रिकॉर्डिंग के लिए समय-सीमा में ऑनलाइन एचएफएमएस में प्रस्तुत करना/**Timelines for Recording of Annual Performance Assessment Report (APAR) through HFMS for the reporting year 2023-24 in respect to Group 'A' (A&F and other posts), Group 'B' (A&F and other posts) & Group 'C' (A&F and other posts) AND employees covered under the Laboratory Technical Posts**

परिपत्र / Circular

All Group-A, Group-B, & C employees of (Admin, Finance and Other Posts) **AND** employees covered under the Laboratory Technical Posts are requested to strictly adhere to the timelines for recording the online APARs as given below:-

Sl. No.	Activity	Date by which activity to be completed
1.	Submission of self-appraisal to the Reporting Officer by Officer to be reported upon (where applicable)	15 April 2024
2.	Submission of report by Reporting Officer to Reviewing Officer	30 June 2024
3.	Submission of report by Reviewing Officer to APAR Cell /Accepting Authority (wherever provided)	31 July 2024
4.	Appraisal by Accepting Authority, wherever provided	31 August 2024
5.	Disclosure of APAR to the Officer reported upon where there is no Accepting Authority.	01 September 2024
	Disclosure of APAR to the Officer reported upon where there is Accepting Authority.	15 September 2024
6.	Receipt of representation, if any on APAR	15 days from the date of receipt of communication
7.	a) Forwarding of Representation, to the Competent Authority -where there is no accepting authority for APAR	21 September 2024
	b) Forwarding of Representation, to the Competent Authority -where there is accepting authority for APAR	06 October 2024
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 by the APAR Cell	15 November 2024
10.	End of the entire APAR process after which the APAR will be finally taken on record.	30 November 2024

2. The reporting/reviewing structure of all Group-A, Group-B & Group-C employees of (Admin, Finance and Other Posts) and employees covered under the Laboratory Technical Posts of BIS would be the same as followed in earlier years. In case of any doubt/discrepancy, Establishment Department may please be contacted. Any technical issues shall be reported to ITS Department.

Group-A A&F and Others Officers*	Group A (Admin, Finance & Other Posts)-Deputy Director General (Administration) Deputy Director General (Finance), Director (Selection Grade), Secretary, Director (Finance), Director (Administration), Director (Legal), Director (Marketing & Consumer Affairs), Director (General Service), Director (Training), Director (Human Resource Development), Director (Establishment), Director (Accounts), Director (Vigilance), Deputy Director (Hindi), Deputy Director (Marketing & Consumer Affairs/Publication/Library), Deputy Director (Administration and Finance), Assistant Director (Hindi), Assistant Director (Marketing & Consumer Affairs/Publication/Library), Assistant Director (Administration and Finance)
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*The Self Initiation/Validation & Self Assessment of the APAR shall be completed in correct manner in HFMS within prescribed time frame.

Clerical & Supervisory Posts**	For Group-B & C Officials (Clerical) and Supervisor Posts -Section Officer, Private Secretary, Assistant Section Officer, Personal Assistant, Stenographer, Senior Secretariat Assistant, Junior Secretariat Assistant,
Skilled/Semi Skilled/Technical Posts**	Laboratory Technical Posts (Group B & C)- Laboratory Officer, Technical Assistant (Lab), Senior Master Technician, Master Technician, Senior Technician, Technician For Group-B & C Officials (Skilled/Semi-skilled) -Supervisor Computer Aided Design, Librarian, Senior Translation Officer, Deputy Librarian (Hindi), Supervisor (Reprography), Assistant (Computer Aided Design), Junior Translation Officer, Senior Operator, Library Assistant, Assistant Operator, Estate Manager, Staff Car Drivers, Junior Operator, Senior MTS, Dispatch Rider, Horticulture Supervisor, Lift Attendant, Halwai, Cook, Assistant Halwai, Coupon Clerk, Sales Clerk,
Group-C Upgraded**	For Group-C (Erwstwhile Group-D Officials): MTS, Canteen Attendant

** The Self Initiation/Validation of the APAR and shall be completed in correct manner in HFMS within prescribed time frame.

3. All concerned officials are requested to adhere the guidelines/instructions regarding timely preparation and recording of the APARs available on the subject. The instructions issued vide circular reference no. Estt-V/19325/2023 dated 01.12.2023 may also be referred for compliance.

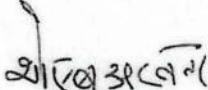
4. If the Reporting Officer and Reviewing Officer does not report the APAR within the prescribed timelines, the Reporting/Reviewing Officer shall forfeit the right to enter any remarks in the APAR of the Officer to be reported upon. All concerned officials are, therefore, requested to strictly follow the guidelines/instructions regarding timely preparation and recording of the APARs as mentioned above.

5. It is also advised to submit online APAR much before the last date and not to wait till the last date to avoid the possibility of server problem, inability or failure to login to HFMS account.

6. The work done by the employees/Officers in Hindi/procurement through GeM may also be recorded in the APAR.

7. The APAR should be submitted through online HFMS mode.

8. This issues with the approval of Competent Authority.


 (शोएब अखतर)
 निदेशक (स्थापना)

सभी अधिकारियों/कर्मचारियों को बीआईएसइंट्रानेट के माध्यम से परिचालित-/Circulated to all Officers/Employees through BIS Intranet.

Copy to: All ROs/BOs/Labs/NITS/All
 ITSD is requested to make necessary arrangement in HFMS Module

भारतीय मानक ब्यूरो
(स्थापना विभाग)

मानक भवन
9, बहादुर शाह जफर मार्ग
नई दिल्ली -110002

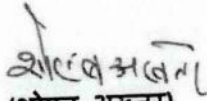
दिनांक: 01.12.2023

हमारा संदर्भ: Estt-V/C-19325/2023

Sub: Instructions regarding submission of Annual Performance Assessment Report (APAR) for all Non-Scientific Cadre Officials

CIRCULAR

1. The Annual Performance Assessment Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of an Officer and for his/her further promotions/career advancements. It is therefore, essential that it is to be completed in time bound manner so that up-to-date APARs are available at any given time.
2. It has been observed that some officials have not initiated/submitted the APAR/self-assessment report for a particular period or complete year to their respective Reporting Officer(s) even for a period which is more than 3 months.
3. Further, the Reporting Officer has also not initiated the APAR without self-assessment being received from such officials to be reported upon. If the Officer to be reported has failed to submit the self-assessment within the stipulated period, the APAR will have to be reported without self-assessment by the Reporting Officer.
4. It is informed that it is the responsibility of the official to perform the public duty of writing an APAR whenever a period is more than 3 months. If the official fails to submit the APAR, a call for explanation may be issued to the concerned official for not having performed the public duty of writing the APAR within the due date and in the absence of proper justification, a written warning may be issued to the defaulting official for delay in completing the APAR and the same will be placed in the APAR folder of the defaulting official as per instructions issued by DoPT.
5. When the Reporting Officer/Reviewing Officer retires or otherwise demits office, he/she may be allowed to assess the performance within a month of his retirement or demission of office.
6. Non-compliance of the above instruction can hinder the career progression of the officials as the matter has been viewed seriously by the Competent Authority. Further, the guidelines/instructions on APAR issued by DoPT from time to time should also be adhered to by the official.
7. The officials must adhere to the time schedule of self-initiation/validation & self-assessment of the APAR in correct manner. Further, the Reporting Officer and Reviewing Officer also need to complete the APAR as per time schedule.
8. This issues with the approval of Competent Authority.


(शोएब अखतर)
निदेशक (स्थापना)

Circulated to all Non-Scientific Cadre Officials
Copy to- All Reviewing & Reporting Officer