

भारतीय मानक ब्यूरो
(मानव संसाधन विकास विभाग)

Our Ref.: HRD/APAR (2023-24)

04.09.2024

परिपत्र /CIRCULAR

Subject: Extension of timelines for Reporting and Reviewing officers in Annual Performance Assessment Reports (APAR) in respect of Scientific Cadre officers for the year 2023-24

1. In line with DoPT Office Memorandum No. 21011/04/2023-Esttt.(A-II) dated 30th August 2024 (**Copy enclosed**), it has been decided to extend the existing timelines for Reporting and Reviewing officers in Annual Performance Assessment Reports (APAR) in respect of Scientific Cadre officers for the year 2023-24 as given below:

Sl. No.	Activity	Date by which activity to be completed	
		Existing	Revised
1.	Submission of report by Reporting Officer to Reviewing Officer	31 st August 2024	15th October 2024
3.	Submission of report by Reviewing Officer to Accepting Authority	31 st October 2024	15th December 2024

2. All other timelines remains the same. The Reporting and Reviewing officers of BIS are, therefore, requested to ensure compliance of aforesaid Memorandum of DoPT.
3. This issues with the approval of the Competent Authority.



(आडित्य दास)

वैज्ञाजिक ई एवं प्रमुख (एचआरडी)

परिचालित : सभी संबंधित बीआईएस वैज्ञाजिक संवर्ग के अधिकारी बीआईएस इंटरनेट के माध्यम से

प्रमुख, आईटीएसडी को कॉपी - इस अनुरोध के साथ:

- i) समय-सीमा में तत्काल परिवर्तन करें और ऑनलाइन एपीएआर मॉड्यूल में उपरोक्त पैरा 1 पर आगे की आवश्यक कार्रवाई करें ।
- ii) इस परिपत्र को बीआईएस इंटरनेट पर होस्ट करने के लिए ।

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 30th August, 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 refer 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 & 28.05.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.

2. It has been reported that difficulties are being faced by various officers 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 relating to 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 & 28.05.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Submission of report by Reporting Officer to Reviewing Officer	31 st August	15 th October
(2)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 st October	15 th December

All other timelines remains the same.

4. The aforesaid relaxation is accorded as a one-time measure only.


(Vimal)

Deputy Secretary to the Government 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 on DoPT website.