

भारतीय मानक ब्यूरो
(मानव संसाधन विकास विभाग)

Our Ref: HRD/APAR (2023-24)

25 June 2024

Subject: Extension of timelines for Recording of Annual Performance Assessment Report (APAR) through HFMS for the reporting year 2023-24 in respect of Scientific Cadre Officers-reg.

परिपत्र /CIRCULAR

In supersession of earlier circular no. HRD/APAR (2023-24) dated 26 March 2024 and HRD/APAR (2023-24) dated 15 April 2024, the timelines for recording APAR for the year 2023-24 is extended in line with DoPT Memorandum No. 21011/04/2023-Estt.(A.II) dated 28th May 2024 (**copy enclosed**) 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	30 April 2024	30 June 2024
2.	Submission of report by Reporting Officer to Reviewing Officer	30 June 2024	31 August 2024
3.	Submission of report by Reviewing Officer to Accepting Authority	31 July 2024	31 October 2024
4.	Appraisal by Accepting Authority	31 August 2024	31 December 2024
5.	Disclosure of APAR to the officer reported upon in HFMS portal	31 August 2024	01 January 2025
6.	Receipt of representation, if any on APAR	15 days from the date of disclosure of APAR in HFMS portal	15 days from the date of disclosure of APAR in HFMS portal
7.	Forwarding of representation to the Competent Authority	06 October 2024	15 days from the date of receipt of representation
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	15 November 2024	15 days from the date of disposal of representation
10.	End of the 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

2. All Scientific Cadre Officers of BIS are therefore requested to ensure compliance to aforesaid Memorandum of DoPT.
3. **All the concerned officers (including the Reporting/Reviewing officer) are also requested to submit/assess the self-assessment/APAR before the deadline to avoid any possibility of technical glitch, inability or failure to login to HFMS account or any such situation.**
4. This issues with the approval of the Competent Authority.



(जितेन्दर कुमार)

वैज्ञानिक ई और प्रमुख (एचआरडी)

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

प्रमुख, आईटीएसडी को कॉपी - इस अनुरोध के साथ:

- i) समयसीमा में तत्काल परिवर्तन करें और ऑनलाइन एपीएआर मॉड्यूल में उपरोक्त समय सीमा 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 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 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

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1. AIS Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT website.