

भारतीय मानक ब्यूरो
(मानव संसाधन विकास विभाग)

Our Ref.: HRD/APAR (2020-21)

24.06.2021

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Scientific Cadre officers of BIS for the year 2020-21

In the light of situation arising out of spread of Novel Corona Virus (COVID-19), it has been decided to extend the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 for Scientific Cadre Officers of BIS through the online module, in line with DoPT OM No. 21011/02/2015-Est(A-II)-Part-II dated 17.06.2021 (**Copy enclosed**).

2. The extended timelines for the APAR year 2020-21 shall also apply to the reporting/reviewing/accepting authorities, who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

3. This may be accorded **TOP PRIORITY**.

This issues with the approval of ADG, BIS.

हस्ता./-
(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. समय-सीमा में तत्काल परिवर्तन करें और ऑनलाइन एपीएआर मॉड्यूल में उपरोक्त पैरा 2 पर आगे की आवश्यक कार्रवाई करें।
- ii. इस परिपत्र को बीआईएस इंटरनेट पर होस्ट करने के लिए।

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 17th June, 2021

OFFICE MEMORANDUM

Subject: Extension of timelines for recording 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 undersigned is directed to invite attention to this Department's OM of even number dated 14.04.2021 on the above subject, extending the timelines for distribution / online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lock down due to spread of corona virus.

2. In view of the prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in Annexure.

3. The extended timelines for the APAR year 2020-21 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed *vide* OM of even number dated 14.06.2021 delinking recording and completion of APAR for the year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of summary of medical report by 31.12.2021, shall stand.


(Murali Bhavaraju) 17/6/21

Deputy Secretary to the Govt 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 in DoPT website

Annexure

Time schedule for 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/ on line generation of APAR | 31 st July, 2021 |
| 2. | Submission of self-appraisal to the reporting officer | 31 st August, 2021 |
| 3. | Forwarding of report by reporting officer to reviewing officer | 30 th September, 2021 |
| 4. | Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided) | 15 th November, 2021 |
| 5. | Appraisal by Accepting Authority, wherever provided | 15 th December, 2021 |
| 6. | (i) Disclosure of APAR to the officer reported upon where there is no accepting authority. | 30 th November, 2021 |
| | (ii) Disclosure of APAR to the officer reported upon where there is accepting authority. | 31 st December, 2021 |
| 7. | Receipt of representation, if any, on APAR | 15 days from the date of disclosure |
| 8. | Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR. | 31 st December, 2021 15 th January, 2022 |
| 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 March, 2022 |