

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

संदर्भ: Estt/C-35089/2024

दिनांक: 09 September 2024

**विषय: Extension of timelines for Reporting and Reviewing Officers in Annual Performance Assessment Report (APAR) in respect of employees covered under the BIS (Recruitment to Laboratory Technical Posts) Regulations, 2019 for the year 2023-24**

**परिपत्र / Circular**

In line with DoPT Office Memorandum No. 21011/04/2023-Estt (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 employees covered under the BIS (Recruitment to Laboratory Technical Posts) Regulations, 2019 for the year 2023-24 as given below:-

Sl.No.	Activity	Cut Off dates	
		Existing	Revised
1.	Submission of report by Reporting Officer to Reviewing Officer	31 August 2024	15 October 2024
2.	Submission of report by Reviewing Officer to APAR Cell/Accepting Authority (wherever provided)	31 October 2024	15 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 Further, the Reporting and Reviewing Officers of employees covered under Laboratory Technical Posts are requested to submit the **HARD COPY** of the duly reviewed APAR of Lab Cadre employees for the year 2023-24 to Establishment Department within prescribed time limit.
- 4 This issues with the approval of Competent Authority.

  
(शोएब अखतर)

निदेशक (स्थापना)

**All Reporting & Reviewing Officers of Laboratory Officer/Technical Assistant (Lab)/Senior Master Technician/Master Technician/ Senior Technician/ Technician through BIS Intranet**

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

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 30<sup>th</sup> 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 <sup>st</sup> August	<b>15<sup>th</sup> October</b>
(2)	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> October	<b>15<sup>th</sup> December</b>

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.