

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

संदर्भ: Estt/C-35089/2024

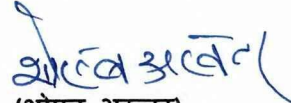
दिनांक: 16 April 2024

**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 अख्तर)

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 15<sup>th</sup> 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 15<sup>th</sup> April to 30<sup>th</sup> 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

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