

**BUREAU OF INDIAN STANDARDS**  
**(DDG (Administration) Secretariat)**

**Manak Bhavan**  
**9, Bahadur Shah Zafar Marg**  
**New Delhi - 110 002**

**Our Ref. DDGA/HFMS (020)**

**Dated: 05 Oct 2020**

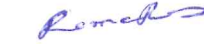
**CIRCULAR**

As decided by the Competent Authority it is hereby informed that the time line for the right to initiation / self assessment of the employees who have not assessed the filling of APARs in HFMS module stands forfeited.

2. 122 such cases have been observed from the A & F cadre officials. Establishment Department would initiate the Part-I of APAR in all above cases.

3. It is further informed that as per the DoPT guidelines, the reporting officer have to assess the APARs of officials being reported upon. However, it was observed that some technical glitches are hampering the process.

4. In order to address the technical glitches being faced by the reporting and reviewing officer, extension of 2019-20 cycles by one week for second level i.e reporting and reviewing officer has been agreed by the Competent Authority i.e up to 12 Oct 2020.



**(Roma Roy)**  
**Deputy Director General (Administration)**

**Note : Circulated for information to all departments at HQs including CL, NITS, Noida and ROs/BOs through Intranet.**