

BUREAU OF INDIAN STANDARDS
(DDG (Administration) Secretariat)

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

Our Ref. DDGA/HFMS (020)

Dated: 27 Aug 2020

CIRCULAR

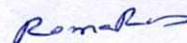
As decided by the Competent Authority it is hereby informed that there will be no extension of the last date of APAR filling by the employees of all Groups i.e belonging to A&F cadre and Scientific cadre.

2. It is further informed that all employees must initiate and validate their APAR in the HFMS system latest by 31 August 2020.

3. Errors or incorrect information entered in APAR, if any shall be dully addressed by the core/ custodian department on case to case basis and corrections can be rectified.

4. The errors or incorrect information which would be corrected would be limited to the following :

- (i) Incorrect Reporting time period
- (ii) Incorrect Reporting/ Reviewing/Accepting Officer
- (iii) Date of Promotion / Date of Present Place of Posting
- (iv) Any other error in part-I only.



(Roma Roy)

Deputy Director General (Administration)

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