

BUREAU OF INDIAN STANDARDS
(Establishment Department)

Our Ref: Estt-V/APAR (2019-2020)

Dated: 22 June 2020

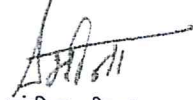
Subject: Revised time schedule for online submission of Annual Performance Assessment Report (APAR) for period 2019-2020

CIRCULAR

In continuation to this office circular of even number dated 19 May 2020, it has been decided by the competent authority to extend the timelines for online generation/submission, recording and completion of Annual Performance Assessment Report (APAR) for year 2019-2020 for all Group `A` (Admn., Finance and Other Posts), Group `B` and Group `C` (including erstwhile Group `D`) employees of BIS as a one-time measure owing to the situation arising out of the lockdown due to spread of corona virus as specified in **Annexure**.

2. The extended timelines for the APAR year 2019-2020 shall also apply to the reporting / reviewing authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

3. This issues with the approval of Competent Authority.


(संदीप मीना)

निदेशक (स्थापना)

Encl: As above.

Circulated to: All concerned employees through BIS Intranet

Copy to: Head, ITSD – with a request to hoist this circular on BIS Intranet

**Time schedule for preparation/completion of APAR through online APAR Module
(Reporting year- Financial year for the period 2019-20)**

Sl. No.	Activity	Date by which to be completed
i)	Availability of blank APAR proforma through online APAR module to all concerned (i.e. officer to be reported upon).	By 31st July, 2020 or earlier
ii)	Submission of self-appraisal to reporting officer	31st August, 2020
iii)	Forwarding of report by reporting officer to reviewing officer.	30th September, 2020
iv)	Forwarding of report by reviewing officer to Establishment Department (wherever provided)	15th November, 2020
v)	Disclosure of APAR to the officer reported upon	31st December, 2020
vi)	Receipt of representation, if any, on the APAR.	15 days from the date of communication
vii)	Forwarding of representations to the Competent Authority:	31st January, 2021
viii)	Disposal of representation by the Competent Authority.	Within one month of the date of receipt of representation by the competent authority
ix)	Communication of the decision of the Competent Authority on the representation by Establishment Deptt.	Within 15 days of finalization of decision by competent authority
x)	End of entire APAR process, after which the APAR will be finally taken on record.	31st March, 2021