



Office of the
Pr. Director General of Income-tax(HRD)
Central Board of Direct Taxes
2nd Floor, Room No.114,
Jawahal Lal Nehru Stadium, New Delhi – 110 003.

Date: 28.04.2020

To,

All the Pr.CCsIT, Pr.DGsIT
CCsIT, DGsIT

Sir/Madam

**SUB: EXTENTION OF TIMELINES FOR APAR and REPORTING
OF APAR ON SPARROW FOR THE YEAR 19-20 FOR ITD**

It is kindly informed that instructions regarding extended time lines for recording APAR have been issued by DOPT vide its OM dated 30/3/2020 (copy enclosed) for Group A, B and C officers of Central Civil Services for the year 19-20.

A : NEW TIMELINES:

Time schedule for recording and completion of APAR for the year 2019-2020 for Group 'A', 'B' and 'C' officers of Central Civil Services.

Sl. No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms	31st May 2020 (may be completed even a week earlier)
2.	Submission of Self-appraisal to reporting officer	30th June 2020
3.	Forwarding of report by reporting officer to reviewing officer	31st July 2020

4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority (wherever provided)	31st August 2020
5.	Appraisal by Accepting Authority, wherever provided	30th September 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10th September 2020 10th October 2020
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	30th September 2020 31st October 2020
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority.
10.	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority.
11.	End of the entire APAR process, after which APAR will be finally taken on record	31st December 2020

The salient features of the above OM are as follows:

- a. This relaxation is a **one-time measure for APAR for 19-20**
- b. This relaxation is **subject to the condition that no Remarks shall be recorded in the APAR for the year 19-20 after 31/12/2020.**
- c. If the Reporting / Reviewing or Accepting authority fails to record their comments, within the time frame, **the officer reported upon may be assessed on the basis of their overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.**
- d. The extended time limits for APAR for 19-20, shall also apply to **Reporting/Reviewing/ Accepting authorities who have demitted office or retired from service on or after 29/2/2020. They shall be allowed to record their remarks till the respective extended cut-off dates.**

B: APAR ON SPARROW for Group A

It is further informed that with the approval of Competent Authority it has been decided that **the APAR for all Group A officers for the year 19-20 would be written on SPARROW PORTAL only.**

Directorate of HRD with the assistance of NIC and CDAC has made the SPARROW software functional with E-Sign facility and therefore as decided the APAR for 19-20 for Group A Officers would be recorded on SPARROW Platform only.

A dry run within HRD has been conducted with the assistance of NIC/CDAC

A Dry LIVE run either through VC or Webex would be conducted with all Custodians/Alternate Custodians from field formations in the first week of May 2020 (once offices open)

After this Dry Run, the SPARROW PLATFORM would be rolled out by **15/5/2020 for all (Group A)**

All Group A officers have been allotted a **User ID and Password for operating SPARROW** and they shall mandatorily report their Self-Appraisal on SPARROW on 30/6/2020 (as per new dates)

It may kindly be noted that the **new timelines of DOPT are applicable to Reporting/Reviewing/Accepting authorities who have demitted office or retired on or after 29/2/2020** and allows them to still record remarks in the APAR for 19-20.


It is therefore decided with the approval of Competent Authority that HRMS platform will no longer be made available to Group A officers of ITD to record their APAR for 19-20.

Once the DRY RUN is completed with Custodians/Alternate Custodians a detailed SOP for login into Sparrow would be circulated to all the officers to assist them in Reporting the APAR for 19-20 on this platform.

It is kindly requested that these details maybe circulated to all officers and officials in the respective regions for information of all.

This issues with the prior approval of Pr.DGIT HRD.

Yours sincerely


(MEETA SINGH) 22/4

Additional Director General-1
Directorate of Human Resource Development

No.21011/02/2015-Est(A-II)-Part II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

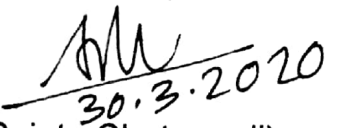
North Block, New Delhi
30th March 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-2020.

In continuation of this Department's O.M. No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020 extending the timeline for distribution of blank APAR forms and completion of self-appraisal for Group 'A' officers of Central Civil Services owing to situation arising out of the lockdown due to spread of corona virus, it has been decided, with the approval of the competent authority, that the revised target dates for distribution/online generation, recording and completion of entire APAR process for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services shall be as specified in the Annexure. This relaxation is a one-time measure **only** for the APAR year 2019-20, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2019-20 after 31.12.2020. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.

2. It has further been decided that for the APAR year 2019-20, the extended timelines specified in the Annexure **shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020**. They shall be allowed to record their remarks till the respective extended cut-off dates.


30.3.2020
(Sujata Chaturvedi)
Additional Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India
Copy to :

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT Website.

**Time schedule for recording and completion of APAR for the year 2019-2020
for Group 'A', 'B' and 'C' officers of Central Civil Services.**

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms	31st May 2020 (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	30th June 2020
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9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which APAR will be finally taken on record	31st Dec 2020