



सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
CENTRAL BOARD OF DIRECT TAXES  
(HUMAN RESOURCES DEVELOPMENT)

2<sup>nd</sup> Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003.

F.No. HRD/PM/APAR/403/SPARROW/2021-22/5165

Dated: 13/09/2021

To,

All the PrCCsIT(CCA)/Pr.DGsIT/CCsIT/DGsIT

**Subject:- Timely completion of APARs for the Reporting Year 2020-21 – reg.**

Respected Madam/Sir,

Kindly refer to this Office letter dated 28.06.2021 (copy enclosed) vide which timelines for recording of APAR for the year 2020-21 had been communicated.

2. In this regard, I have been directed to state that **the extended date of submission of self-appraisal to the Reporting Officer for the Reporting Year 2020-21 (i.e. 31.08.2021) has lapsed.** However, there are still some APARs pending with the Officers Reported Upon for submission of self-appraisals. It is reiterated that APARs are vital for proper personnel administration and it is essential that they are completed in a time-bound manner. **Writing of APAR within the due date is a public duty of each Officer/Official.**

3. Therefore, in view of the OM No. 35014/4/83-Estt.A dated 23.09.1985 of the DoPT, I have been directed to request you to inform all Officers in your Region/Charge that **after the expiry of the first week of the time-schedule, if the self-appraisal is not received, Reporting Officer should take it upon himself/herself to remind the officer to be reported upon in writing, asking him/her to submit his/her self-appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer can proceed to write the report as per the DoPT OM.** For this, the Reporting officer will get that APAR force-forwarded to his/her account with the help of Primary/Alternate Custodian. The timeline for reporting APAR as per DoPT for Reporting Year 2020-21 is 30.09.2021. It is, therefore, advised that the process as explained above should be completed before 30.09.2021.

4. Further, in view of the OM No. 21011/02/2009-Estt.A dated 16.02.2009 of the DoPT, I have been directed to request you to inform all officers in your Region/Charge that in case the APAR is not reported (where self-appraisal was submitted) / not initiated and reported (where self-appraisal was not submitted) by the Reporting Officer for any reason beyond 30.09.2021, he/she shall forfeit his/her right to enter any remarks in the APAR of the officer to be reported upon and **the Primary / Alternate Custodian shall force-forward all such unreported APARs to the concerned Reviewing Officer on the next working day (i.e. 01.10.2021)**. The timeline for reviewing APAR as per DoPT for Reporting Year 2020-21 is 15.11.2021 after which **the Reviewing Officer shall also forfeit his/her right to enter any remarks in the APAR.**

5. In view of the OM No. 21011/02/2009-Estt.A dated 16.02.2009 of the DoPT, I have been further directed to request that the Competent Authority **may call for the explanation of the concerned officers (Officer Reported Upon / Reporting Officer / Reviewing Officer) for not having performed the public duty of writing the APARs within the due date** and may take action as per DoPT guidelines where the APARs are not written or not graded as per the timelines.

6. I have also been directed to convey that the CR section of each CCA charge should ensure that APARs are completed as per the timelines given by DoPT and appropriate action as per DoPT guidelines is taken.

Encl: as above

Yours faithfully,

  
12/9/21  
(Smriti Bharadwaj)

Joint Director Income Tax-2 (APAR)  
HRD

Copy to : The Web manager, [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) with a request to upload the letter



GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
CENTRAL BOARD OF DIRECT TAXES  
HUMAN RESOURCE DEVELOPMENT

2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium, New Delhi-110003.

HRD/PM/APAR/20-21/ 1867

Dated: 28/06/2021

To  
All Pr.CCsIT/Pr.DGsIT

Sir/Madam

**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 2020-21 -Reg.**

DOPT vide its OM dated 17.06.2021 (Copy Enclosed) has extended timelines for APAR reporting for Group-A, B and C officers/officials of Central Civil Services for the year 2020-21.

The Changed timelines are as under:

**Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services.**

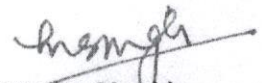
Sl. No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms/ online generation of APARs	31 <sup>st</sup> July 2021 or earlier
2.	Submission of Self-appraisal to reporting officer	31 <sup>st</sup> August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September, 2021
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority(wherever provided)	15 <sup>th</sup> November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 <sup>th</sup> December, 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	30 <sup>th</sup> November, 2021



	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	<b>31<sup>st</sup> December, 2021</b>
7.	Receipt of representation, if any, on APAR	<b>15 days from the date of communication</b>
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	<b>31<sup>st</sup> December, 2021</b> <b>15<sup>th</sup> January, 2022</b>
9.	Disposal of representation by the competent authority	<b>Within one month of the date of receipt of representation by the competent authority.</b>
10.	Communication of the decision of the competent authority on the representation by the APAR cell	<b>Within 15 days of finalization of decision by competent authority.</b>
11.	End of the entire APAR process, after which APAR will be finally taken on record	<b>31<sup>st</sup> March, 2022</b>

The salient Features of the above OM are as follows:

- a. This extension is a one-time measure for APAR for 2020-21 owing to situation arising out of the lockdown due to spread of corona virus.
- b. The extended time limits for APAR for 2020-21, shall also apply to Reporting/Reviewing/Accepting authorities who have demitted office or retired from service on or after 28.02.2021. They shall be allowed to record their remarks till the respective extended cut-off dates.
- c. Further, the decision conveyed vide O.M of even number dated 14.06.2021 delinking recording and completion of APAR for the year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of summary of Medical Report by 31.12.2021, shall continue.

  
(Meeta Singh)

Additional Director General (HRD)-1

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

North Block, New Delhi-110001  
Dated 17<sup>th</sup> June, 2021

OFFICE MEMORANDUM

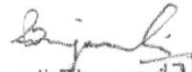
Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2020-21.

The undersigned is directed to invite attention to this Department's OM of even number dated 14.04.2021 on the above subject, extending the timelines for distribution / online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lock down due to spread of corona virus.

2. In view of the prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in Annexure.

3. The extended timelines for the APAR year 2020-21 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed *vide* OM of even number dated 14.06.2021 delinking recording and completion of APAR for the year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of summary of medical report by 31.12.2021, shall stand.

  
(Murali Bhavaraju) 17/6/21

Deputy Secretary to the Govt of India

All Ministries/Departments/Cadre Controlling Authorities of the Government of India

Copy to.

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

Annexure

Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms/ on line generation of APAR	31 <sup>st</sup> July, 2021
2.	Submission of self-appraisal to the reporting officer	31 <sup>st</sup> August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15 <sup>th</sup> November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 <sup>th</sup> December, 2021
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.	30 <sup>th</sup> November, 2021  31 <sup>st</sup> December, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR.	31 <sup>st</sup> December, 2021  15 <sup>th</sup> January, 2022
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 the APAR will be finally taken on record.	31 <sup>st</sup> March, 2022