

No.22/2/2020-CS-I(APAR)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
CS-I(APAR)

2<sup>nd</sup> Floor, A-Wing, Lok Nayak Bhawan  
Khan Market, New Delhi  
Dated 22<sup>nd</sup> May, 2020.

OFFICE MEMORANDUM

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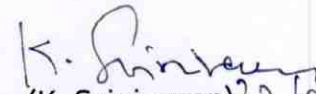
Subject: Extension of timelines for Recording of Annual Performance Assessment Report (APAR) for the year 2019-2020 in respect of Group-A and Group-B officers of Central Secretariat Service (CSS) through SPARROW Portal - Reg.

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The undersigned is directed to refer to O.M. No.21011/01/2009-Estt. (A)(Pt.II) dated 27.03.2020 and O.M. No.21011/02/2015-Estt.(A-II) (Pt.II) dated 30.03.2020 issued by the Estt. Division of this Department. Accordingly, the timelines for recording of the Annual Performance Assessment Report (APAR) across all the Group-A and Group-B Officers of Central Secretariat Service (CSS) for the year 2019-20 has been extended as per the Annexure to the Estt. Division O.M. No.21011/02/2015-Estt. (A-II) (Pt.II) dated 30.03.2020 (copy enclosed).

2. All the APARs in respect of Group-A and Group-B Officers of Central Secretariat Service (CSS) have to be generated through Smart Performance Appraisal Report Recording Online Window (SPARROW) within the extended timelines.

3. Accordingly, all Ministries/Departments are requested to take necessary action from generation of APAR online SPARROW till completion stage.

  
(K. Srinivasan) 22/05/2020

Under Secretary to the Government of India  
Tel.No.24629413

To

Joint Secretary (Admin/Estt.)  
All Ministries/Departments of CSS cadre

North Block, New Delhi  
27<sup>th</sup> March, 2020

**OFFICE MEMORANDUM**

**Subject: Extension of time lines for submission of Annual Performance Assessment Report (APAR) in respect of Group 'A' officers of Central Civil Services for the year 2019-20.**

The undersigned is directed to say that this Department *vide* OM dated No. 21011/01/2009-Estt. (A) (Pt.II) dated 23.07.2009 as prescribed time schedule for recording and completion of APAR.

2. In the light of situation arising out of spread of Novel Coronavirus (COVID-19), it has been decided with the approval of competent authority to revise the time schedule for some of the activities relating to recording of APAR. Accordingly, in partial modification in OM dated 23.07.2009 referred in para 1 above, the revised time lines in respect of APAR for the year 2019-20 shall be as indicated in the table given under:

Activity	Date by which to be completed	
	Existing	Revised
Distribution of blank APAR forms to all concerned (i.e. to officers reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March	31 <sup>st</sup> May (This may be completed even a week earlier)
Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 <sup>th</sup> April	30 <sup>th</sup> June

3. For the remaining activities in the schedule at Annexure-III to OM dated 23.07.2009, separate orders will be issued in due course of time.

*G. Jayanthi*  
(G. Jayanthi)  
Joint Secretary

All Ministries/ Departments/ Cadre Controlling authorities of the Govt. of India

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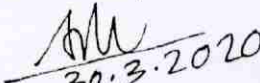
1. E.O. Division, DoPT, North Block
2. NIC, for uploading in DoPT website

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  
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1. E.O. 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 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	<b>31<sup>st</sup> May 2020</b> <b>(May be completed even a week earlier)</b>
2.	Submission of Self- appraisal to reporting officer	<b>30<sup>th</sup> June 2020</b>
3.	Forwarding of report by reporting officer to reviewing officer	<b>31<sup>st</sup> July 2020</b>
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority(whenever provided)	<b>31<sup>st</sup> August 2020</b>
5.	Appraisal by Accepting Authority, wherever provided	<b>30<sup>th</sup> September 2020</b>
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	<b>10<sup>th</sup> September 2020</b>
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	<b>10<sup>th</sup> October 2020</b>
7.	Receipt of representation, if any, on APAR	<b>15 days from the date of disclosure</b>
8.	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	<b>30<sup>th</sup> September 2020</b>
	(b) Where there is accepting authority for APAR	<b>31<sup>st</sup> October 2020</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 entire APAR process, after which APAR will be finally taken on record	<b>31<sup>st</sup> Dec 2020</b>