

100-20/2017-STG-I
Government of India
Ministry of Communications
Department of Telecommunications

Dated 29th April, 2020

OFFICE MEMORANDUM


Subject: Extension of timeline for recording of e-APAR schedule for ITS Group A and TES Group B officers for the year 2019-20.

The undersigned is directed to refer DoPT OM No. 21011/1/2005-Estt (A) (Pt-II) dated 30th March 2020 in respect of preparation and maintenance of APARs. Time-schedule for online filing of APAR through SPARROW system in respect of Group "A" officers of Indian Telecom Service (ITS) and Junior Telecom Officers (JTOs) and Assistant Directors (ADs) of Telecom Engineering Service (TES) Group "B" in the Department of Telecommunications is indicated below:

S. No.	Activity	Date by which to be completed
1	Submission of self-Appraisal to the reporting officer by officer to be reported	30 th June 2020
2	Submission of report by reporting officer to reviewing officer	31 st July 2020
3	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section or accepting authority, wherever provided	31 st August 2020
4	Appraisal by accepting authority, wherever provided	30 th September 2020
5	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	10 st September 2020 10 th October 2020
6	Receipt of representation, if any, on APAR	15 days from the date of disclosure
7	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is no accepting authority for APAR	30 th September 2020 31 st October 2020
8	Disposal of representation by competent authority	Within one month from the date of receipt of representation
9	Communication of decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
10	End of entire APAR process, after which APAR will be finally taken on record	31 st December 2020

2. The extended timeline specified above shall also apply to the Reporting/Reviewing/Accepting authority who have demitted the office or retired from the office on or after 29.02.2020. They are allowed to record their remarks till the respective extended cut-off dates.

3. All the officers of the ITS Group 'A' and TES Group 'B' cadre are requested to adhere to the above timeline scrupulously.



Lavi Gupta
ADG (Staff)

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

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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
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 entire APAR process, after which APAR will be finally taken on record	31st Dec 2020