

(Personnel Division)

No. DSIIDC/ACR/APAR/2019-20/ 737

Dated: 15.02.2021

CIRCULAR


Sub: Submission of Annual Performance Assessment Report.

In continuation of Circular No. DSIIDC/ACR/APAR/2018-13/1120 dated 28.07.2020, it is informed that DoPT has further extended the timelines for recording of Annual Performance Report for the Officials of Group 'A' 'B' & 'C' for the year 2019-20 vide office memorandum dated 11.06.2020 (Annexure-I). This relaxation is a onetime measure only for the APAR for the year 2019-20.

The delay in timely submission of APAR leads to delay in convening DPC/Screening Committee Meetings for promotion/financial up-gradation etc.

All the Officials are once again requested to follow the timelines prescribed for APAR submission. In addition they are also requested to pursue the pending APAR for previous periods, if any, with their reporting/ reviewing Officer for early completion of APAR.

Encl: Annexure-I


(Sunita Madhusudanan)
Sr. Manager (P)

All the Officials of DSIIDC (except MTS)
Website

Copy for kind information to:-

1. PS to MD
2. PA to ED
3. PS to Director (Finance)

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/ online generation of APAR	By 31 st July 2020 or earlier
2	Submission of Self- appraisal to reporting officer	31 st August, 2020
3	Forwarding of report by reporting officer to reviewing officer	30 th September 2020
4	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 th November, 2020
5	Appraisal by Accepting Authority, wherever provided	31 st December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	31 st December, 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	15 th January, 2021
7	Receipt of representation, if any, on APAR	15 days from the date of communication
8	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	31 st January, 2021
	(b) Where there is accepting authority for APAR	15 th February, 2021
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	31 st March, 2021