



Government of India
Ministry of Finance
Central Board of Indirect Taxes & Customs
Directorate General of Human Resources Development, HR Management Wing-I
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F.No.40/BVS/DGHRD(HRM-I)/SPARROW/2020

Dated: 12.06.2020

To

Pr. Chief Commissioner/ Chief Commissioner, Customs and GST (All),
Pr. Director General/ Director General (All),
Pr. Commissioner/ Pr. ADG/ Commissioner/ ADG, Customs and GST (All),
Chief Controller of Factories/ Narcotics Commissioner, Gwalior,
Commissioner (Coordination-I/II), CBIC, New Delhi,
Deputy Secretary, Ad.II, CBIC, New Delhi.

Sub: Further extension of timelines for recording of Annual Performance Appraisal Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-20 - regarding.

Sir / Madam,

In continuation of this office letter of even no. dated 30.03.2020, please find enclosed DoPT OM No. 21011/02/2015-Est(A-II)-Part II dated 11.06.2020, on the above subject.

2. Vide the above said OM of DoPT, timelines/target dates have been **further revised/extended** 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, as a one-time measure, owing to the situation arising out of the lockdown due to spread of COVID-19.

3. Accordingly, the revised time schedule for recording and completion of APAR i.r.o. all Officers/Staff under CBIC for the year 2019-20 shall be as follows:

Activity	Date by which activity to be completed
Distribution of blank APARs/ Creation of workflow & generation of blank APARs in SPARROW	By 31st July 2020 or earlier
Submission of self- appraisal to reporting officer	31st August, 2020
Forwarding of report by reporting officer to reviewing officer	30th September, 2020
Forwarding of report by reviewing officer to APAR Cell (CR Section/ Custodian in SPARROW)	15th November, 2020
Disclosure of APAR to the officer reported upon	31st December, 2020
Receipt of representation, if any, on APAR	15 days from the date of disclosure
Forwarding of representation to the competent authority	31st January, 2021
Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
Communication of the decision of the competent authority on the representation by the APAR Cell (CR Section/ Custodian in SPARROW)	Within 15 days of finalization of decision by competent authority
End of entire APAR process, after which APAR will be taken on record (Final Closure of APAR by CR Section/ Custodian in SPARROW)	31st March, 2021

3. The above timelines may be followed in respect of all Group A, B & C officers/staff under CBIC for the APAR cycle 2019-20. This relaxation is one-time measure only for the APAR year 2019-20, and is subject to the condition that entire APAR process for 2019-20 shall end on 31.03.2020 and after which APAR shall be finally taken on record.

4 It may be highlighted that the said extended timelines for APAR year 2019-20 shall also apply to the reporting/ reviewing authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates, as above.

5 Further, in respect of officers required to undergo compulsory Annual Medical Examination, the decision conveyed vide DoPT OM of even number dated 22.05.2020

(communicated vide DGHRD letter dated 28.05.2020), delinking recording and completion of APAR for the year 2019-20 from the conduct of Annual Medical Examination and thereafter submission of summary of Medical Report by 31.12.2020, shall continue.

6 It is requested to kindly bring these instructions to the notice of all officers/staff under your jurisdiction including reporting/ reviewing authorities, who have demitted office or retired from service on or after 29.02.2020, for information and necessary compliance please.

Yours faithfully,



(VISHNU KUMAR)
Additional Director, HRM-I
DGHRD – CBIC

Encl: As above

Copy to:

OSD/Sr.PPS to Chairman, CBIC& All Members, CBIC, North Block, New Delhi, for kind information please.

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
11th June 2020

OFFICE MEMORANDUM

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

The undersigned is directed to invite attention to this Department's O.M. of even number dated 30.03.2020 on the above subject, extending the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lockdown due to spread of corona virus.

2. In view of prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 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 2019-20 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed vide O.M. of even number dated 22.05.2020 delinking recording and completion of APAR for the year 2019-20 from the conduct of Annual Medical Examination and thereafter submission of summary of Medical Report by 31.12.2020, shall continue.


(Kabindra Joshi)
Director
Tel:23093180

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

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC, DoP&T – for uploading on DoP&T 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/ 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