



परिपत्र (प्रशासन)

भारत सरकार, कार्मिक लोक शिकायत एवं पेंशन मंत्रालय (कार्मिक एवं प्रशिक्षण विभाग), नई दिल्ली ने कार्यालय ज्ञापन संख्या 21011/04/2023-Estt(A.II) दिनांक 28.05.2024 द्वारा लोकसभा चुनाव के मद्देनजर, वर्ष 2023-24 के लिए वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट को रिकॉर्ड करने के लिए समयसीमा में विस्तार किया है।

कार्यालय के सभी अधिकारियों एवं कर्मचारियों को उक्त ज्ञापन की प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाई हेतु प्रेषित है।

In view of engagement in ongoing Lok Sabha Election, 2024, GoI, Ministry of Personnel, Public Grievances & Pension, DoPT vide OM No. 21011/04/2023-Estt(A.II) dated 28.05.2024 has conveyed extension in the timelines for recording of Annual Performance Appraisal Report (APARs) for the year 2023-24 in respect of Central Civil Services.

Copy of the Office Memorandum is attached herewith for information and necessary action.

यह परिपत्र व. उप महालेखाकार (प्रशासन) के पूर्व अनुमोदन से जारी किया जाता है।

हस्ता/-
वरिष्ठ लेखापरिक्षा अधिकारी(प्रशासन)

सं: - प्रशा. /ले.प./ए०पी०ए०आर०/2023-24/ 2024-25/910-15

दिनांक:05.06.2024

प्रतिलिपि निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु अग्रेषित।

1. सचिव, प्रधान महालेखाकार (लेखापरिक्षा)
2. निजी सहायक, वरिष्ठ उप महालेखाकार (प्रशासन एवं राज्य वित्त)
3. निजी सहायक, उप महालेखाकार (ले प्र समूह-I)
4. निजी सहायक, उप महालेखाकार (ले प्र समूह-II)
5. निजी सहायक, उप महालेखाकार (ले प्र समूह-III)
6. सभी सम्बंधित अधिकारी/कर्मचारी

वरिष्ठ लेखापरिक्षा अधिकारी(प्रशासन)
05/06

No. 21011/04/2023-Estt.(A.II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi – 110001
Dated 28th May, 2024

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.

The undersigned is directed to invite reference to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.


2. In view of engagement in ongoing Lok Sabha Election, 2024, difficulties have been reported by the officers belonging to Central Civil Services in sticking to the timelines given in the OMs referred to above.

3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines for recording APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Distribution of blank APAR forms to all concerned	31 st March (This may be completed even a week earlier)	31 st March (This may be completed even a week earlier)
(2)	Submission of self-appraisal to the Reporting Officer by ORU	30 th April	30 th June
(3)	Submission of report by Reporting Officer to Reviewing Officer	30 th June	31 st August
(4)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 st July	31 st October
(5)	Appraisal by accepting authority, wherever provided	31 st August	31 st December
(6)	(a) Disclosure to the ORU where there is no Accepting Authority	01 st September	1 st November

	(b) Disclosure to the ORU where there is Accepting Authority	15 th September	1 st January
(7)	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt 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	21 st September 06 th October	15 days from the date of receipt of representation
(9)	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	Within one month from the date of receipt of representation
(10)	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	15 days from the date of disposal of representation
(11)	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	15 days from the date of Communication of the decision

3. The aforesaid relaxation is just a one-time measure for the Central Civil Services Officers for the year 2023-24 .


(S. P. Pant)
Director(PP.II)
23093074

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

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