



प्रधान महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

No. : Sr. DAG (A) Sectt/CC/APAR/2021-22/109

Date: 18/06/2021

OFFICE ORDER

Subject:-Extension of time lines for submission of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2020-21.

In continuation of office order No. DAG (A) Sectt/CC/APAR/2021-22/02 dated 07.04.2021 the Annual Performance Assessment Report for the year 2020-21 may be written/ reviewed and made over finally according to revised time lines as directed by the HQ's office e.mail dated 07.05.2021 read with DoPT Memorandum No. 21011/02/2015-Estt.(A-II)-Part II dated 14.04.2021.

2. In the light of situation arising out of COVID-19, 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 2020-21 for Group 'A', 'B' and 'C' officers/staff of Central Civil Services shall be as specified in the Annexure.

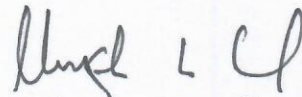
3. This relaxation is a **one-time** measure only for the APAR year 2020-21, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2020-21 after 31.12.2021. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year it he has submitted his self-appraisal within stipulated time.

4. It has further been decided that for the APAR year 2020-21, the extended timelines specified in the Annexure shall also apply to the reporting reviewing and accepting authorities, who have demitted office or retired from service on or after 28.02.2021. They shall be allowed to record their remarks till the respective extended cut-off dates.

5. Time schedule for generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1	Distribution of blank forms	31 st May 2021
2	Submission of self-appraisal to the Reporting Officer	30 th June 2021
3	Forwarding of report by Reporting Officer to Reviewing Officer	31 st July 2021
4	Forwarding of report by Reviewing Officer to APAR Cell/Accepting Authority (wherever provided)	31 st August 2021
5	Appraisal by Accepting Authority, wherever provided	30 th September 2021
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.	10 th September 2021 10 th October 2021
7	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8	Forwarding of representations to the competent authority (v) Where there is no accepting authority for APAR. (vi) Where there is accepting authority for APAR.	30 th September 2021 31 st October 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 the APAR will be finally taken on record.	31 st Dec 2021

6. Other details of O/o Sr. DAG (A) Sectt./CC/APAR/2021-22/02 dated 07.04.2021 may remain unchanged.



Sr. Dy. Accountant General (Admn.)