



भारतीय कृषि अनुसंधान परिषद  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

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No. (Admn.) 2-29/2019-CR(A)&RTI

June 15, 2020

ENDORSEMENT

Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi has issued an Office Memorandum No. 21011/02/2015-Est(A-II)-Part II dated 11.06.2020 regarding guidelines for further extension of timelines for recording of APAR for the year 2019-20. The above mentioned O.M. is being uploaded on ICAR's website [www.icar.org.in](http://www.icar.org.in) and e-office for information and necessary action of all concerned.

  
(Ravi Chauhan)

Under Secretary (Admn.)  
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Distribution:

1. Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux with the request to modify the APAR formats in the manner indicated in the DoPT guidelines.
2. PSO to DG, ICAR/PPS to Secretary, ICAR/PS to FA, DARE & ICAR.
3. Social Media & Website Management Unit, DKMA, ICAR for placing on the Council's website.
4. E-Office Notice Board.
5. Guard File.

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  
11<sup>th</sup> 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 <sup>st</sup> July 2020 or earlier
2.	Submission of Self- appraisal to reporting officer	31 <sup>st</sup> August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 <sup>th</sup> November, 2020
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	31 <sup>st</sup> December, 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	15 <sup>th</sup> 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 <sup>st</sup> January, 2021
	(b) Where there is accepting authority for APAR	15 <sup>th</sup> 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 <sup>st</sup> March, 2021