



कार्यालय, रक्षा लेखा नियंत्रक, न.1 स्टाफ रोड, सिकंदराबाद ५००००९
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE NO.040-27843385, FAX NO.040-27810499



Dated 28-07-2020

No. AN/I/2004/APAR CORR/VOL-XVI

- To,
1. The DCDA I/C, PAO (ORs) EME, Secunderabad.
 2. The DCDA I/C, AAO (Army) Visakhapatnam.
 3. The ACDA I/c, PAO (ORs) AOC, Secunderabad.
 4. All Sub Offices.
 5. All SAOs/AOs/AAOs in Main Office.

Subject: APARs for the year 2019-20.

APARs in respect of SAOs/AOs/AAOs for the year 2019-20 in SPARROW module has been generated. The Officers are requested to check the same and submit their Self appraisals as per Hqrs ltr No.AN/1058/SPARROW/Vol-II dt 17.06.2020 (Copy enclosed). Discrepancies if any may please be raised through SPARROW module itself for rectification.

GO (AN) has seen.


Accounts Officer



भारत सरकार
Govt. of India

रक्षा लेखा महानियंत्रक कार्यालय
उलान बटार मार्ग, पालम, दिल्ली छावनी – 110010
प्रशासन-स्थापना (भा.र.ले.से.) अनुभाग
Office of The Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt. – 110010
Admin-Estt. (IDAS) Section
वेबसाइट/website: www.cgda.nic.in



रक्षा मंत्रालय
Ministry of Defence

No.: AN/1058/SPARROW/Vol-II

Date: 17/06/2020

IMPORTANT CIRCULAR

To,

✓ All PAR Managers/Custodians (for IDAS)
All IDAS Officers

Sub: Extension of timelines for submission of Performance Appraisal Report (PAR) in respect of Group 'A', 'B' and 'C' officers for FY 2019-20.

In continuation of this HQrs circular no. AN/1058/SPARROW dated 07/04/2020, please find enclosed a copy of OM No. 21011/02/2015-Est (A-II)-Part II dated 11/06/2020 issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions on the subject for information, guidelines and compliance please.

Encl: As above


(Swapnil Agrawal)

Sr. ACGDA, AN-Estt. (IDAS)

Copy to:

IT & S Wing

Local

For uploading the circular on CGDA Website.

-sd-
(Kiran Raju)

Sr. Accounts Officer

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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