



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



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

Dated : 04/05/2021

To

1. The DCDA I/C, PAO (ORs) EME, Secunderabad.
2. The ACDA I/c, PAO (ORs) AOC, Secunderabad.
3. All Sub Offices.
4. All GOs/SAOs/AOs/AAOs in Main Office.
5. The AO I/c IT Section (For uploading in Website)

**Sub : Extension of timelines for submission of Performance Appraisal Report (PAR) for the year 2020-21.**

**Ref : HQrs Lr No. IDAS-PAR0Corr(FY19)/1/2020-AN(E-IDAS) dt: 26/04/2021**

\* \* \*

A copy of Dept of Personnel and Training, Min of Personnel, Public Grievances & Pensions, GoI OM No.21011/02/2015-Estt(A-II)-Part II dated 14.04.2021, forwarded vide above mentioned HQrs Office Letter with regard to the extension of timelines for submission of Performance Appraisal Report (PAR) in respect of Group 'A', 'B' and 'C' for the year 2020-21 is enclosed for information and necessary compliance.

GO (AN) has *seen*.

Encl : As above

*M.V. Subrahmanyam*  
(M V Subrahmanyam)  
Sr. Accounts Officer (AN)



भारत सरकार  
Govt. of India

रक्षा लेखा महानियंत्रक कार्यालय  
उलान बटार मार्ग, पालम, दिल्ली छावनी - 110010  
प्रशासन (संगठन-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.: IDAS-PAR0Corr(FY19)/1/2020-AN(E-IDAS)

Date: 26/04/2021

**IMPORTANT CIRCULAR**  
**THROUGH WEBSITE**

To,

All PAR Managers/PAR Custodians (for IDAS)  
All IDAS officers

Sub: **Extension of timelines for submission of Performance Appraisal Report (PAR) for the year 2020-21**

In continuation of this officer circular of even no. dated 13/04/2021, please find enclosed a copy of DoPT OM No. 21011/02/2015-Estt.(A-II)-Part. II dated 14/04/2021 on the subject for information, guidelines and compliance please.

2. In view of the extended timelines by the DoPT, the timelines for 4-tier forms provided vide this office ibid circular dated 13/04/2021 are revised as under:

Activity (where applicable)	Due Date
PAR generation	31/05/2021
Self-appraisal	30/06/2021
1 <sup>st</sup> Reporting	24/07/2021
Reporting/2 <sup>nd</sup> Reporting	31/07/2021
1 <sup>st</sup> Review	24/08/2021
Review/2 <sup>nd</sup> Review	31/08/2021
Acceptance	30/09/2021

3. A strict compliance of the above may please be ensured.

Encl: As above

(Manish)

Sr. ACGDA (Admin)



No.21011/02/2015-Estt.(A-II)-part.II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi-110001

Dated 14<sup>th</sup> April, 2021

OFFICE MEMORANDUM


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.

The time schedule for recording and completion of APAR is laid down in this Department OM No. 21011/01/2009-Estt. (A) (Pt.II) dated 23.07.2009.

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, if 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.

  
(Kabindra Joshi)  
Director (E-II)

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

Copy to:

3. E.O. Division, DoPT, North Block, New Delhi
4. NIC, for uploading in DoPT website



**Annexure**

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 <sup>st</sup> May 2021
2.	Submission of self-appraisal to the Reporting Officer	30 <sup>th</sup> June 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	31 <sup>st</sup> July 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting Authority (wherever provided)	31 <sup>st</sup> August 2021
5.	Appraisal by Accepting Authority, wherever provided	30 <sup>th</sup> September 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	10 <sup>th</sup> September 2021
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	10 <sup>th</sup> 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.	30 <sup>th</sup> September 2021
	(vi) Where there is accepting authority for APAR.	31 <sup>st</sup> 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 <sup>st</sup> Dec 2021