



भारत सरकार GOVERNMENT OF INDIA

वित्त मंत्रालय MINISTRY OF FINANCE

आयकर निदेशालय (मानव संसाधन विकास)

DIRECTORATE OF INCOME TAX

(HUMAN RESOURCE DEVELOPMENT)

द्वितीय तल, जवाहर लाल नेहरू स्टेडियम, नई दिल्ली

110003

2nd floor Jawaharlal Nehru Stadium, New Delhi-110003

F.No. HRD/PM/APAR/403/SPARROW/2024-25/2981

Date: 30.08.2024

To,

All Pr. CCsIT (CCA)

Respected Sir/Madam,

Subject: Extension of timeline for recording of Annual Performance Appraisal Report (APAR) of Group-A, B & C officers/officials of Central Civil Services for the year 2023-24 reg.-

Kindly refer to DoPT's OM No. 21011/04/2023-Estt.(A.II) dated 28.05.2024 vide which the timeline for submission of Report by Reporting Officer and Reviewing Officer for the year 2023-24 has been extended till 31st August and 31st October 2024 respectively in light of the Lok Sabha election 2024.

2. In this regard, after reconsidering the matter due to difficulties being faced by various officers in adhering to the timeline given in the above mentioned OM, the DoPT vide its OM No. 21011/04/2023-Estt.(A.II) dated 30.08.2024 (copy enclosed) has extended timelines relating to APAR for the year 2023-24.

3. This may be circulated among all officers and officials posted in your region.

4. This issues with the approval of Competent Authority.

Enclosed: As above.

विवेक चौहान
30/08/2024

(Vivek Chauhan)

Deputy Director of Income Tax, (Admn.)
Directorate of Income Tax (HRD), New Delhi

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 30th August, 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 refer 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 & 28.05.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.


2. It has been reported that difficulties are being faced by various officers 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 relating to 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 & 28.05.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Submission of report by Reporting Officer to Reviewing Officer	31 st August	15 th October
(2)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 st October	15 th December

All other timelines remains the same.

4. The aforesaid relaxation is accorded as a one-time measure only.


(Vimal)

Deputy Secretary to the Government of India

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

Copy to:

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