



सत्यमेव जयते

GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
CENTRAL BOARD OF DIRECT TAXES  
HUMAN RESOURCE DEVELOPMENT

2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium, New Delhi-110003.

F.No. HRD/PM/APAR/403/SPARROW/2017-18/330

Dated: 03/06/2024

To,

All Pr.CCsIT(CCA)

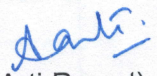
Respected Sir/Madam,

**Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group-A, B and C officers/officials of Central Civil Services for the year 2023-24 -Reg.**

2. Kindly refer to this office letter dated 02.04.2024 vide F.No. HRD/PM/APAR/403/SPARROW/2022-23/46 on timely submission of APARs.
3. In this regard, DoPT vide its OM dated 28.05.2024 (copy enclosed) has extended timelines for APAR reporting for Group-A, B and C officers/officials of Central Civil Services for the year 2023-24, as one time measure due to ongoing Lok Sabha Election.
4. This may be circulated among all officers and officials posted in your region.
5. This issues with the approval of Competent Authority

Your sincerely,

Encl: As above.

  
(Arti Rawat)

Deputy Director of Income Tax (SPARROW)  
Directorate of 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 28<sup>th</sup> May, 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 invite reference 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 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.


2. In view of engagement in ongoing Lok Sabha Election, 2024, difficulties have been reported by the officers belonging to Central Civil Services 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 for recording 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, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> March (This may be completed even a week earlier)	31 <sup>st</sup> March (This may be completed even a week earlier)
(2)	Submission of self-appraisal to the Reporting Officer by ORU	30 <sup>th</sup> April	30 <sup>th</sup> June
(3)	Submission of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June	31 <sup>st</sup> August
(4)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 <sup>st</sup> July	31 <sup>st</sup> October
(5)	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August	31 <sup>st</sup> December
(6)	(a) Disclosure to the ORU where there is no Accepting Authority	01 <sup>st</sup> September	1 <sup>st</sup> November

	(b) Disclosure to the ORU where there is Accepting Authority	15 <sup>th</sup> September	1 <sup>st</sup> January
(7)	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of disclosure
(8)	Forwarding of representation to the Competent Authority  a. Where there is no Accepting Authority for APAR b. Where there is Accepting Authority for APAR	21 <sup>st</sup> September 06 <sup>th</sup> October	15 days from the date of receipt of representation
(9)	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	Within one month from the date of receipt of representation
(10)	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November	15 days from the date of disposal of representation
(11)	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	15 days from the date of Communication of the decision

3. The aforesaid relaxation is just a one-time measure for the Central Civil Services Officers for the year 2023-24 .

  
(S. P. Pant)  
Director(PP.II)  
23093074

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 in DoPT website.