



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

2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium, Gate No. 1, New Delhi- 110003

F.No. M/120/2024-ADDL.DIT(Admin)-HRD/ 279

Dated: 16.04.2025

To,

All the Pr. CCsIT

Madam/Sir,

**Subject- Revision of timelines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services- reg**

Kindly refer to the abovementioned subject.

2. Vide DoPT O. M F. No. 21011/10/2025PP(A-II) dated 9<sup>th</sup> April 2025, timelines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services have been revised from the Reporting Year 2024-25 onwards. **The revised timelines are enclosed.** This may be brought to notice of all employees posted in your region.

3. As experienced during the last few occasions, heavy traffic on the portal towards the end of the timeline often causes technical issues, leading to stress and uncertainty for the employees. Therefore, it is strongly recommended that **employees complete the writing/reporting/reviewing of APARS well in advance of the timelines, rather than waiting until the last date.**

4. This issues with the approval of the Competent Authority.

Yours faithfully,

(Gaurav Sharma)

Addl. DIT (Admn.), HRD

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**F. No. 21011/10/2025 PP(A-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel & Training)**

dated the 09<sup>th</sup> April, 2025

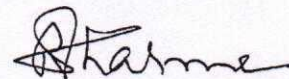
**OFFICE MEMORANDUM**

**Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services**

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009 on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, *i.e.*, Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.

  
(Rajesh Sharma)

Under Secretary to the Government of India

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

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1. AIS Division, DoP&T, North Block, New Delhi
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**Annexure-III****Time schedule for preparation/completion of Annual Performance Assessment Report  
(Reporting Year- Financial Year)**

<b>S. No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>	<b>Auto Forward</b>
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	01 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> May	16 <sup>th</sup> May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 <sup>th</sup> June	01 <sup>st</sup> July
4.	APAR 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	01 <sup>st</sup> August
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August	01 <sup>st</sup> September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority  (b) Disclosure to the Officer Reported Upon where there is Accepting Authority	01 <sup>st</sup> September  15 <sup>th</sup> September	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
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	
9.	Disposal of representation by the competent authority	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	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	