

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, रफी मार्ग, नई दिल्ली-01

स०. 16/15(बी/एफ)2008-ई.।।।

दिनांक: 20.05.2020

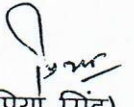
कार्यालय ज्ञापन

विषय: रिपोर्टिंग वर्ष 2019-2020 हेतु ओ-अपार/अपार/पीएमएस के सम्बन्ध में

सन्दर्भ: इस कार्यालय के दिनांक 18.03.2020 का समसंख्यक कार्यालय ज्ञापन

उपरोक्त संदर्भित कार्यालय ज्ञापन के अनुक्रम में सीएसआईआर मुख्यालय के सभी कर्मचारियों/ अधिकारियों को सूचित किया जाता है कि कार्मिक एवं प्रशिक्षण विभाग (DoPT) के दिनांक 30.03.2020 के अनुसरण में देय ओ-अपार/अपार/पीएमएस भरने की अंतिम तिथि को बढ़ा दिया गया है जिसका विवरण इस कार्यालय ज्ञापन के साथ संलग्न है।

सभी से अनुरोध है कि अपने ओ-अपार/अपार/पीएमएस निर्धारित समय सीमा के भीतर प्रस्तुत करें।


(प्रिया सिंह)

अनुभाग अधिकारी

प्रतिलिपि:

1. सीएसआईआर मुख्यालय/ सीएसआईआर काम्प्लेक्स/ आरएबी/ एचआरडीसी/ आईपीयू/ एमबीएसए/ विज्ञान केन्द्र/ टीकेडीएल/ यूआरडीआईपी/ के सभी प्रभागों/ अनुभागों के प्रधानों को - इस अनुरोध के साथ कि वे अपने अधीन कार्यरत स्टाफ-सदस्यों में इसे परिचालित करें।
2. उपाध्यक्ष के कार्यालय, सीएसआईआर मुख्यालय
3. महानिदेशक कार्यालय, सीएसआईआर मुख्यालय
4. संयुक्त सचिव (प्रशासन), सीएसआईआर मुख्यालय
5. वित्त सलाहकार के निजी सचिव, सीएसआईआर मुख्यालय
6. मुख्य सतर्कता अधिकारी (सीवीओ), सीएसआईआर मुख्यालय
7. वरिष्ठ उप सचिव (के.का) की निजी सहायक, सीएसआईआर मुख्यालय
8. विधि सलाहकार का कार्यालय
9. उप सचिव (नीति प्रभाग)
10. सीएसआईआर मुख्यालय/ सीएसआईआर काम्प्लेक्स/ आरएबी/ एचआरडीसी/ आईपीयू/ एमबीएसए/ विज्ञान केन्द्र/ टीकेडीएल/ यूआरडीआईपी के सभी सूचना पट्ट
11. प्रधान, आईटी प्रभाग - इस अनुरोध के साथ कि वे इस कार्यालय ज्ञापन को कार्यालय की वेबसाइट पर डालें।
12. कार्यालय प्रति

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

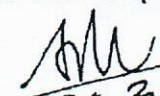
North Block, New Delhi
30th March 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-2020.

In continuation of this Department's O.M. No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020 extending the timeline for distribution of blank APAR forms and completion of self-appraisal for Group 'A' officers of Central Civil Services owing to situation arising out of the lockdown due to spread of corona virus, 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 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services shall be as specified in the Annexure. This relaxation is a one-time measure **only** for the APAR year 2019-20, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2019-20 after 31.12.2020. 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.

2. It has further been decided that for the APAR year 2019-20, the extended timelines specified in the Annexure **shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020**. They shall be allowed to record their remarks till the respective extended cut-off dates.


30.3.2020
(Sujata Chaturvedi)
Additional Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India
Copy to :

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT 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	31st May 2020 (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	30th June 2020
3.	Forwarding of report by reporting officer to reviewing officer	31st July 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority(wherever provided)	31st August 2020
5.	Appraisal by Accepting Authority, wherever provided	30th September 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10th September 2020 10th October 2020
7.	Receipt of representation, if any, on APAR	15 days from the date 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	30th September 2020 31st October 2020
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	31st Dec 2020