



सां/No. : 5-1(44)/2008-PD

दिनांक/Dated: 16.07.2021

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/Sub : **Extension of time lines for recording of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B', and 'C' officers of CSIR for the Year 2020-21.**

महोदय/Sir / महोदया/ Madam,

In view of the prevailing situation arising out of the lock down due to spread of Corona Virus, I am directed to convey the decision of the Competent Authority to extend the time lines for distribution, recording and completion of APAR for the Year 2020-21 for Group 'A', 'B' and 'C' officers of CSIR working in its National Labs./Instts./Hqrs./Units, as specified in **Annexure-I**.

The extended timelines for the APAR Year 2020-21 shall also apply to the reporting/reviewing (if any) who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

भवदीय/Yours faithfully,


16.07-2021

संतोष कुमार/Santosh Kumar
अनु. अधि.(नीति प्रभाग)/Section Officer (PD)


प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपोजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

Annexure-I

Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Council of Scientific and Industrial Research (CSIR).

S. N.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms	31 st July, 2021
2.	Submission of self-appraisal to the reporting officer.	31 st August, 2021
3.	Forwarding of report by reporting officer to reviewing officer.	30 th September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided).	15 th November, 2021
5.	Appraisal by Accepting Authority, wherever provided.	15 th December, 2021
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.	30 th November, 2021 31 st December, 2021
7.	Receipt of representation, if any, on APAR.	15 days from the date of disclosure.
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR.	31 st December, 2021 15 th January, 2022
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 st March, 2022


16.07.2021