



**भारतीय कृषि अनुसंधान परिषद**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

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No. (Admn.)2-10/2021-CR(A)&RTI

November 10, 2021

To

The Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux

**Subject:** Completion of Annual Performance Assessment Reports (APARs) for the year 2020-21 in the prescribed time schedule – regarding.

Sir/Madam,

The undersigned is directed to refer to Council's Endorsement No. 21-38/2021-CDN dated 02.07.2021 vide which the guidelines issued by the DoPT vide O.M. No. 21011/02/2015-Estt.(A-II)-part II dated 17.06.2021 regarding extension of timelines for recording of APAR for the year 2020-21 were issued for information and necessary action of all concerned (copy enclosed). However, it has been observed that during the previous years, the time schedule for completion of APARs i.e. filling up of self-appraisal by the officer reported upon or reporting/reviewing by the concerned Reporting/Reviewing Officers was not followed due to which difficulties were faced in dealing with the cases of confirmation, promotion, MACP etc.

It has also been noticed that many a times date of self-appraisal/reporting/reviewing is not mentioned by the officer reported upon/Reporting Officer/Reviewing Officer which leads to difficulty in determining the actual date of completion of APAR within the prescribed time schedule.

The issue has been viewed seriously and it has been desired that the prescribed time schedule for completion of APARs may be strictly adhered to by all the concerned be it the officer reported upon, his Reporting Officer or Reviewing Officer. Further, all the dates viz. date of self-appraisal, date of reporting and date of reviewing should be clearly indicated on APAR. Thus, it may be brought to the notice of all concerned so that APARs may be completed within the prescribed time schedule for the current year 2020-21 failing which necessary action as per DoPT guidelines regarding non-completion of APARs will be taken.

As per the extended time schedule for completion of APARs for the year 2020-21, **15<sup>th</sup> November, 2021** is the last date for forwarding of report by the Reviewing Officer to the APAR Cell.

Yours faithfully

(Sandeep Singh Dudi)

Under Secretary (Admn.)

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Encl.: As above

Distribution:

1. PSO to DG, ICAR/PPS to Secretary, ICAR/PS to FA, DARE & ICAR.
2. Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux.
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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI-110 001**

F.No.21-38/2021-CDN

Date: - .07.2021

**ENDORSEMENT**

**Sub:-** Extension of timelines for recording of annual performance assessment report in respect of group A, B, and C officers of central civil services for the year 2020-21.

Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training (DoPT) has issued an O.M. No. 21011/02/2015-Estt. (A-II)-part II dated 17th June, 2021 regarding above subject. The above mentioned O.M. dated 17.06.2021 is being uploaded on the ICAR website [www.icar.org.in](http://www.icar.org.in) and e-office for information and necessary action.



(Jitender Kumar Meena)  
Under Secretary (GAC)

**Distribution:-**

1. All the Directors/ Project Directors/ NRCs/ PDs/ ZPDs/ Bureaux/ ATARIs for information and compliance.
2. All officers/ Sections at ICAR Krishi Bhawan/ KAB-I & II/ NASC.
3. Sr. PPS to DG, ICAR/ PPS to FA, ICAR/ PPS to Secretary, ICAR
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5. Guard file/ spare copies.



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

North Block, New Delhi-110001  
Dated 17<sup>th</sup> June, 2021

## OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2020-21.

The undersigned is directed to invite attention to this Department's OM of even number dated 14.04.2021 on the above subject, extending the timelines for distribution / online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lock down due to spread of corona virus.

2. In view of the prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in Annexure.

3. The extended timelines for the APAR year 2020-21 shall also apply to the reporting / reviewing / accepting authorities, 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.

4. Further, the decision conveyed *vide* OM of even number dated 14.06.2021 delinking recording and completion of APAR for the year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of summary of medical report by 31.12.2021, shall stand.

  
(Murali Bhavaraju) 17/6/21

Deputy Secretary to the Govt 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 in DoPT website

Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms/ on line generation of APAR	31 <sup>st</sup> July, 2021
2.	Submission of self-appraisal to the reporting officer	31 <sup>st</sup> August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15 <sup>th</sup> November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 <sup>th</sup> 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 <sup>th</sup> November, 2021  31 <sup>st</sup> 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 <sup>st</sup> December, 2021  15 <sup>th</sup> 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 <sup>st</sup> March, 2022