



**Directorate General of Human Resource Development, HRM-I
Central Board of Indirect Taxes & Customs,
(Govt. of India, Ministry of Finance, Department of Revenue)
Gole Market, New Delhi-110 001**

F. No.21/BVS/HRD(HRM-1)/SPARROW-CBIC/2020

Dated:30.03.2020

To

Principal Chief / Chief Commissioners of Customs (All),
Principal Chief / Chief Commissioners of GST (All),
Principal Directors General/ Directors General of GST & Customs (All),
Principal Commissioner/Commissioner of GST (All),
Principal Commissioner/Commissioner of Customs (All),
Principal Additional Director General/Addl. Director General of GST & Customs (All),
Principal Commissioner/ Commissioner I/C of Directorates (All),
Commissioner, Settlement Commission (All)/ Commissioner, CESTAT(All),
Chief Controller of Factories/ Narcotics Commissioner, Gwalior,
Principal Commissioner (Coord)/ Joint Secretary (Admin), CBIC, New Delhi,
All Pr. Commissioner/ Commissioner in Board.

Sub: Extension of timelines for recording of Annual Performance Appraisal Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-20 - regarding.

Sir / Madam,

In continuation of this office letter of even no. dated 28.03.2020, please find enclosed DoPT OM No. 21011/02/2015-Est(A-II)-Part II dated 30.03.2020, on the above subject.

2. Vide the above said OM of DoPT, timelines/target dates have been revised/extended 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 in view of the COVID-19 situation; the revised/target dates shall be as specified in the Annexure to the said DoPT OM.

3. Accordingly, the revised time schedule for recording and completion of APAR i.r.o. all officers/staff under CBIC for the year 2019-20 shall be as follows:

Activity	Date by which activity to be completed
Distribution of blank APARs/ Creation of workflow & generation of blank APARs in SPARROW	31st May 2020 (May be completed even a week earlier)
Submission of self-appraisal to reporting officer	30th June 2020
Forwarding of report by reporting officer to reviewing officer	31st July 2020
Forwarding of report by reviewing officer to APAR Cell (CR Section/ Custodian in SPARROW)	31st August 2020
Disclosure of APAR to the officer reported upon	10th September 2020
Receipt of representation, if any, on APAR	15 days from the date of disclosure
Forwarding of representation to the competent authority	30th September 2020
Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
Communication of the decision of the competent authority on the representation by the APAR Cell (CR Section/ Custodian in SPARROW)	Within 15 days of finalization of decision by competent authority
End of entire APAR process, after which APAR will be taken on record (Final Closure of APAR by CR Section/ Custodian in SPARROW)	31st Dec 2020

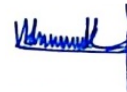
3. The above timelines may be followed in respect of all Group A, B & C officers/staff under CBIC for the APAR cycle 2019-20. This relaxation is one-time

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.

4. It may be highlighted that the said extended timelines shall also apply to the reporting/ reviewing 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.

5. It is requested to kindly bring these instructions to the notice of all officers/staff under your jurisdiction including reporting/ reviewing authorities, who have demitted office or retired from service on or after 29.02.2020 (through email/ electronic means of communication) please, for information and necessary compliance.

Yours faithfully,



Encl: As above.

(VISHNU KUMAR)
Additional Director, HRM-I
DGHRD - CBIC

Copy to:

Asst. Director (SPARROW), DGHRD (HRM-I), for uploading in DGHRD & CBIC website.

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

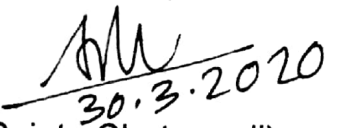
North Block, New Delhi
30th March 2020

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.

**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