

E-MAIL ONLY



**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:28.03.2020

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

Sub: Online writing of APARs in SPARROW for 2019-20- Extension of time lines for creation of workflow/generation of blank APARs and submission of self-appraisal by the Officer Reported Upon - reg.

Sir / Madam,

Kind attention to drawn to DoPT OM No.21011/01/2009-Est(A)-Part dated 09.03.2020, vide which the timeline/last date for submission of the summary of Medical Report by Group 'A' officers of Central Civil Services for the year 2019-20 has been extended up to 30th June, 2020 due to COVID-19 (Copy enclosed).

2. Vide DoPT OM No.21011/01/2009-Est(A) (Pt.II) dated 27.03.2020, the time lines have been extended for creation of workflow/generation of blank APARs and submission of self-appraisal by the Officer Reported Upon with regard to APAR cycle 2019-20 in view of the COVID-19 situation. The revised time lines in respect of APAR for the year 2019-20 are as follows:

Activity	Date by which to be completed	
	Existing	Revised
Creation of workflow/generation of blank APARs and sending it to all concerned (i.e. to officers reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March	31 st May (This may be completed even a week earlier)
Submission of self-appraisal to reporting officer by officer to be reported upon	15 th April	30 th June

2. For the remaining APAR cycle activities as specified in the schedule at Annexure-III to OM dated 23.07.2009, information on the same will be provided upon issuance of the same by DoPT.

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

4. It is requested to kindly bring these instructions to the notice of all officers/staff under your jurisdiction **(through email/ electronic means of communication)** please, for necessary compliance.

Yours faithfully,



Encl: As above

(Vishnu Kumar)
Additional Director, HRM-I
DGHRD-CBIC

No. 21011/01/2009-Estt. (A) (Pt.II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
27th March, 2020

OFFICE MEMORANDUM

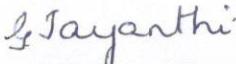
Subject: Extension of time lines for submission of Annual Performance Assessment Report (APAR) in respect of Group 'A' officers of Central Civil Services for the year 2019-20.

The undersigned is directed to say that this Department *vide* OM dated No. 21011/01/2009-Estt. (A) (Pt.II) dated 23.07.2009 as prescribed time schedule for recording and completion of APAR.

2. In the light of situation arising out of spread of Novel Coronavirus (COVID-19), it has been decided with the approval of competent authority to revise the time schedule for some of the activities relating to recording of APAR. Accordingly, in partial modification in OM dated 23.07.2009 referred in para 1 above, the revised time lines in respect of APAR for the year 2019-20 shall be as indicated in the table given under:

Activity	Date by which to be completed	
	Existing	Revised
Distribution of blank APAR forms to all concerned (i.e. to officers reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March	31 st May (This may be completed even a week earlier)
Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April	30 th June

3. For the remaining activities in the schedule at Annexure-III to OM dated 23.07.2009, separate orders will be issued in due course of time.


(G. Jayanthi)
Joint Secretary

All Ministries/ Departments/ Cadre Controlling authorities of the Govt. of India

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No.21011/01/2009-Est(A)-Part
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
9th March 2020

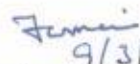
OFFICE MEMORANDUM

Subject: Extension of timelines for submission of summary of the Medical Report in respect of Group 'A' officers of Central Civil Services for the year 2019-2020 - reg.

The undersigned is directed to say that this Department had vide O.M. No.21011/1/2009-Estt.(A)-Part dated 01.02.2012 introduced the scheme of Annual Medical Examination for the Group 'A' officers of Central Civil Services of age 40 years and above. As per the said O.M., the officer concerned is required to attach a summary of the Medical Report with his/her APAR.

2. In view of the situation arising out of the spread of Novel Coronavirus (COVID-19), it has been decided with the approval of the competent authority to extend the last date for submission of the summary of Medical Report by Group 'A' officers of Central Civil Services for the year 2019-2020, upto 30th June, 2020.

3. However, the timelines for recording and completion of APAR for the year 2019-2020, as laid down in this Department's OM No. 21011/01/2005-Estt(A)(Pt.II) dated 23rd July, 2009, remain unchanged.


9/3/2020
(Jayashree Chellamani)
Under Secretary to the Govt. of India

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