



**OFFICE OF THE  
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI  
C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002**

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F. No. Pers(NG)/Apar/ timelines2019-20/2020-21/352

Date: 26 May, 2020

**OFFICE CIRCULAR**

**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 2019-20-reg.**

Please find enclosed herewith the O.M No. 21011/01/2015-Est(A-II)-Part II dated 30-03-2020, issued from Department of Personnel & Training, North Block, Delhi wherein the details related to the extended timelines for recording of APARs for the Year 2019-20 are provided. The same may please be adhered to while filling of the APARs for the said Year.

Further, I am also directed to request all officers to communicate theaforesaid OM to all officers and officials posted in their respectivecharges.

**Encl.: As above**

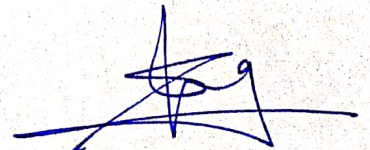
**(SAURABH GOYAL)  
DEPUTY COMMISSIONER OF INCOME TAX  
(HQRS-PERS)(NG), NEW DELHI**

**Copy to:**

1. The Principal Chief Commissioner/Pr. Director General of Income Tax, NeAc, Admn., Intl. Taxation, HRD, Admin & TPS, Investigation, Systems, Vigilance, Risk Assessment, I&CI and L&R New Delhi.



2. The Chief Commissioners of Income tax, Delhi-1 to 8, TDS, ReAC, Exemption, Central, Internation Taxation, New Delhi.
3. The Pr. Commissioners of Income Tax, Delhi 1 to 10, 12, 15, 16, 17, 18, 20, 21, 23, 24, ReAC - 1 to 5, TDS-1, TDS-2, Exemption, Central- 1 to 3, JS (FT & TR)-II, APA, New Delhi.
4. The Commissioner of Income Tax, eVerification, Computer Operations, Helpline, LTU, Audit-1 & 2, ITAT, Judicial, Appropriate Authority, Central I, II & III, CPC (TDS), DR ITSC and all CsIT (Appeals), New Delhi.
5. The Commissioner of Income Tax, Vigilance (CBDT), C&S (CBDT), Inv Div I to V (CBDT), ITA Div (CBDT), V&L (CBDT), OSD (Vig)(CBDT), New Delhi. The JS FT&TR (CBDT), New Delhi.
6. The Pr. Director/Director of Income Tax, Investigation 01 & 02, Risk Assessment, Expenditure Budget, Exemptions, HRD, Intelligence & Crim. Inv., Intl Tax-1 to 3, Infra, Transfer Pricing-1 to 3, (L&R)-1 & 2, DRP-1 & 2, Systems, Vigilance, Valuation Cell, Director HQrs (CBDT), New Delhi.
7. The Addl/Joint Commissioners of Income Tax, Administration, Coordination, Vigilance, New Delhi.
8. The Deputy/Assistant Commissioner of Income Tax - Admn/Coord/Finance/ Personnel/ Vigilance and all DDOs Delhi Charge including Central and DG (Inv)/(Exemption), DI (Inv), New Delhi.
9. The Income Tax Officer (PRO)/Protocol/Welfare/Admn/Forms Store/MST Unit, New Delhi.
10. All recognized Associations, New Delhi.
11. Notice Board and on our website [www.incometaxdelhi.org](http://www.incometaxdelhi.org)



**(SAURABH GOYAL)**  
**DEPUTY COMMISSIONER OF INCOME TAX**  
**(HQRS-PERS)(NG), NEW DELHI**



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

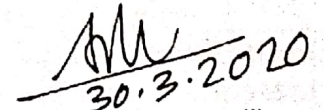
North Block, New Delhi  
30<sup>th</sup> March 2020

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	31 <sup>st</sup> May 2020 (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	30 <sup>th</sup> June 2020
3.	Forwarding of report by reporting officer to reviewing officer	31 <sup>st</sup> July 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority(wherever provided)	31 <sup>st</sup> August 2020
5.	Appraisal by Accepting Authority, wherever provided	30 <sup>th</sup> 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	10 <sup>th</sup> September 2020  10 <sup>th</sup> 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	30 <sup>th</sup> September 2020  31 <sup>st</sup> 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	31 <sup>st</sup> Dec 2020