



OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI
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E.No.Pers(NG)/APAR/(timelines)2019-20/2020-21/290 Date: 16 June 2020

OFFICE CIRCULAR

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officer of Central Civil Services for the year 2019-20-reg.

In continuation to DoPT's O.M. No. 21011/02/2015-Est(A-II)-Part II dated 30-03-2020 circulated vide this office even letter dated 26-05-2020 regarding the extended timelines for recording of APARs for the year 2019-20, please find enclosed herewith the O.M No. 21011/02/2015-Est(A-II)-Part II dated 11-06-2020, issued from Department of Personnel & Training, North Block, Delhi wherein the details related to the further 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 request all the officers to communicate the aforesaid OM to all officers and officials posted in their respective charges.

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, International 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, FDS-1, FDS-2, Exemption, Central- 1 to 4 JS (FI & TR); B APA New Delhi.
4. The Commissioner of Income Tax, e-Verification, Computer Operations, Helpline, LTU, Audit-1 & 2, ITAT, Judicial, Appropriate Authority Central II & III, CPC (TDS), DR ITSC and all CITs (Appeals), New Delhi
5. The Commissioner of Income Tax, Vigilance (CBDT), C&S (CBDT) Inv Division I to V (CBDT), ITA Div (CBDT), V&L (CBDT), OSD (Vig.)(CBDT), New Delhi, I & JS FT&TR (CBDT), New Delhi.
6. The Pr. Director/Director of Income Tax - Investigation OI & OZ, 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 - Admin/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/Admin/Forms Store MST Unit, New Delhi.
10. All recognized Associations, New Delhi.
11. Notice Board and on our website 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
11th June 2020

OFFICE MEMORANDUM


Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officer of Central Civil Services for the year 2019-2020.

The undersigned is directed to invite attention to this Department's O.M. of even number dated 30.03.2020 on the above subject, extending the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lockdown due to spread of corona virus.

2. In view of prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 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 2019-20 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed vide O.M. of even number dated 22.05.2020 delinking recording and completion of APAR for the year 2019-20 from the conduct of Annual Medical Examination and thereafter submission of summary of Medical Report by 31.12.2020, shall continue.


(Kabindra Joshi)
Director
Tel.23093180

All Ministries/Departments/Cadre Controlling authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC, DoP&T – for uploading on DoP&T Website

Annexure

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/ online generation of APAR	By 31 st July 2020 or earlier
2.	Submission of Self- appraisal to reporting officer	31 st August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30 th September 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 th November, 2020
5.	Appraisal by Accepting Authority, wherever provided	31 st December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	31 st December, 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	15 th January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
8.	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	31 st January, 2021
	(b) Where there is accepting authority for APAR	15 th February, 2021
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 st March, 2021