



IMPORTANT
COMPLIANCE MATTER

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

F.NO. 4-2021-22/correspondence/NG Personnel (APAR) 76691

DATED 16/09/2021

To,

All Pr.Chief Commissioners of Income Tax and Pr. Directors General of Income Tax, Delhi Region, New Delhi.

All Chief Commissioners of Income Tax and Directors General of Income Tax, Delhi Region, New Delhi.

The Pr. Commissioners/commissioners of Income Tax, Delhi-01,04,07,10,12,15,20, ReFAC (AU)-I to 10, ReFAC (VU)- I to 4, ReFAC (RU)- I & 2, ReFAC (TU)-OI, Central- I to 3 and Intl. Tax- I to 3, New Delhi.

The Commissioners/Directors of Income Tax, (Appeal Unit)-I to 31, (Appeal)-23 to 31, (Appeal)-42 to 44, APA, Exemption, I&CI, Audit- 01 & 02, ITAT, Judicial, Appropriate Authority, TDS -01 & 02, DRP, CO, Transfer Pricing-OI to 03, New Delhi.

The Addl. Directors General of Income Tax, Expenditure Budget, DTRTI, Recovery, IT, Audit, Infra-01 & 02, Investigation- 01 & 02, L&R-OI & 02, TPS, Vigilance, HRD, New Delhi.

The Addl./Joint Commissioners of Income Tax, Coordination, Personnel, Vigilance, New Delhi.

The Under Secretary (V &L), CBDT, New Delhi.

The Dy/Asstt. Commissioners of Income Tax, Admn, Coord, Finance, Litigation, Pers., Vigilance, New Delhi.

Madam/Sir,

Subject:- Timely completion of APARs for the Reporting Year 2020-21-Non-submission of APAR-Initiation of APARs by Reporting/Reviewing Officer — reg.

Kindly refer to the subject cited above and the OM No. 21011/02/2015-Esstt.(A-II)-part II (copy enclosed) dated 17.06.2021 of the DoPT vide which timelines for recording of APAR for the year 2020-21 had been issued.

2. In this regard, the undersigned has been directed to state that the extended date of submission of self-appraisal to the Reporting Officer for the Reporting Year 2020-21 (i.e. 31.08.2021) has lapsed. However, there are still some APARs pending with the Officers/officials Reported Upon for submission of

self-appraisals. It is reiterated that APARs are vital for proper personnel administration and it is essential that they are completed in a time-bound manner. Writing of APAR within the due date is a public duty of each Officer/Official.

3. Therefore, in view of the OM No. 35014/4/83-Estt.A dated 23.09.1985 of the DOPT, the undersigned has been directed to request you to inform all Officers/officials in your Charge that after the expiry of the first week of the time-schedule, if the self-appraisal is not received, Reporting Officer should take it upon himself/herself to remind the officer/official to be reported upon in writing, asking him/her to submit his/her self-appraisal. If no self appraisal is received by the stipulated date, the Reporting Officer can proceed to write the report as per the DoPT OM. The timeline for reporting APAR as per DoPT for Reporting Year 2020-21 is 30.09.2021. It is, therefore, advised that the process as explained above should be completed before 30.09.2021.

4. Further, in view of the OM No. 21011/02/2009-Estt.A dated 16.02.2009 of the DOPT, the undersigned has been directed to request you to inform all officers in your Charge that in case the APAR is not reported (where self-appraisal was submitted) / not initiated and reported (where self-appraisal was not submitted) by the Reporting Officer for any reason beyond 30.09.2021, he/she shall forfeit his/her right to enter any remarks in the APAR of the officer/official to be reported upon and the Reviewing Officer shall initiate all such unreported APARs on the next working day (i.e. 01.10.2021). The timeline for reviewing APAR as per DoPT for Reporting Year 2020-21 is 15.11.2021 after which the Reviewing Officer shall also forfeit his/her right to enter any remarks in the APAR.

5. In view of the OM No. 21011/02/2009-Estt.A dated 16.02.2009 of the DoPT, the undersigned has been further directed to convey that the Competent Authority will review the status post the lapse of timelines available for Reviewing Officer and may call for the explanation of the concerned officers (Officer/Official Reported Upon / Reporting Officer / Reviewing Officer) for not having performed the public duty of writing the APARs within the due date in appropriate cases. Action as per DoPT guidelines where the APARs are not written or not graded as per the timelines may also be proposed, wherever necessary.

6. I have also been directed to convey that each CC Charge should ensure that APARs are completed as per the timelines given by DoPT and appropriate action as per DoPT guidelines is taken.

Encl: As above

Yours faithfully,

(VIVEK NAGRATH)

DCIT, (HQRS. PERSONNEL),

NEW DELHI

Copy to:

1. The Addl/Joint Commissioner of Income Tax, Administration, Coordination, Vigilance, New Delhi.
2. 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.
3. The Income Tax Officer, PRO/Protocol/Welfare/Admn/Form Store/MST unit, New Delhi.
4. All recognized Associations, New Delhi.
5. Notice Board and on the website www.incometaxdelhi.org

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 17th 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)

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

Annexure

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 st July 2021
2	Submission of self-appraisal to the reporting officer	31 st August 2021
3	Forwarding of report by reporting officer to reviewing officer	30 th September 2021
4	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15 th November 2021
5	Appraisal by Accepting Authority, wherever provided	15 th December 2021
6	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority.	30 th November 2021
7	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	31 st December 2021
8	Receipt of representation, if any, on APAR	15 days from the date of disclosure
9	Forwarding of representations to the competent authority	31 st December 2021
10	(i) Where there is no accepting authority for APAR	15 th January 2022
11	(ii) Where there is accepting authority for APAR.	Within one month of the date of receipt of representation by the competent authority
12	Disposal of representation by the competent authority.	Within 15 days of finalization of decision by competent authority
13	Communication of the decision of the competent authority on the representation by the APAR Cell	31 st March, 2022
14	End of entire APAR process, after which the APAR will be finally taken on record.	