



# केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार  
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होमेोपैथी अनुसंधान भवन  
61-65 आस्थानिक क्षेत्र, सम्मूह 'डी' ब्लॉक, जानकपुरी, नई दिल्ली 110058

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES**

Ministry of AYUSH, Govt. of India  
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F.7-1/2020-CCRAS/Vig. 103

Dated:

04 MAY 2020

To

All the Incharges of Institutes/Centres/Units  
functioning under this Council.

Sub: - Submission of Annual Performance Appraisal Report for the period ending  
31.3.2020(Reporting year 2019-20).

Sir/Madam,

I am directed to refer to the subject cited above and to circulate herewith O.M. No.21011/02/2015-Estt(A-II)-Part-II dated 30.03.2020 issued by Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training - regarding - Extension of timelines for recording APAR for the year 2019-20 owing to situation arising out of the lockdown due to spread of corona virus.

It is therefore, advised that APAR for the year 2019-20 in respect of all the officers/officials concerned which are required to be maintained at the Hqrs. Office level, may be sent to this Council as per Schedule mentioned in above said O.M. positively.

Further, it is also informed that APAR proforma for all the posts are available on the Council's website. Therefore, it is requested that all the Officers/Officials may kindly download the blank APAR proforma from the Council's website link: <http://www.ccras.nic.in/node/1368>.

Yours faithfully,

(V.S. ABNAVE)

Administrative Officer(Acctt. & Vig.)  
For Director General

Encls: As above

Copy to:-

1. Sr.P.S. to Director General, CCRAS, New Delhi.
2. P.S. to DDG/DDA, CCRAS, New Delhi.
3. All Officers/Staff Members of Hqrs.Office of this Council for necessary compliance.
4. IT Section with the request to upload the Circular on Council's website.

For Director General

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(whenever 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	10 <sup>th</sup> September 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	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	30 <sup>th</sup> September 2020
	(b) Where there is accepting authority for APAR	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