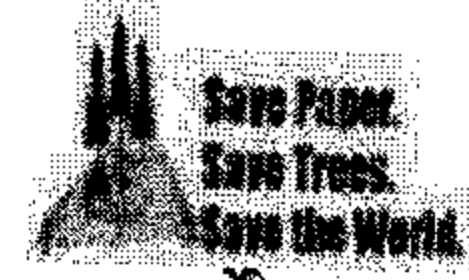


भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



भारत के महासर्वेक्षक का कार्यालय
OFFICE OF THE SURVEYOR GENERAL OF INDIA
हाथीबडकला एस्टेट डाक बक्स सं० 37
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देहरादून-248001 (उत्तराखण्ड)-भारत ।
DEHRA DUN-248001 (UTTARAKHAND), INDIA



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E-Mail : sgo.soi@gov.in
ई-मेल : soi_csgo@yahoo.in
No. C-2983/1274

By E-Mail

Dated : 21 June, 2021

To,

The Addl. SGs: Central Zone, Jabalpur/ Eastern Zone, Kolkata/ Head Quarter SGO, Dehradun/ North Eastern Zone, Shillong/ Northern Zone, Chandigarh/ NIGST, Hyderabad/ Printing Zone, Hyderabad/ Southern Zone, Bangaluru/ Specialized Zone, Dehradun/ Western Zone, Jaipur.

Sub. : **Extension for timelines for submission of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2020-21.**

Ref. : DoP&T OM No. 21011/02/2015-Estt.(A-II) Part II dated 17-04-2021 (copy enclosed).

In continuation to this office letter No. C-2267/1274 dated 25-05-2021, it is intimated that in the view of the prevailing situation arising out of the lock down due to spread of Corona Virus. The timelines for distribution/online generation, recording and completion of entire APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services has been revised.

In view of same, it is requested to kindly adhere to the guidelines/timelines as given in the above referred letter (copy enclosed). It is intimated that the assessment period remains the same and only the timelines have been extended.

This is for your information and necessary action please.

Encl.: As above.

(Dr. U. N. Mishra)
Deputy Surveyor General
For Surveyor General of India

Copy : The Director, SMP Division DST for information please.

Director's: Andhra Pradesh & Telangana GDC, Hyderabad/ Assam & Nagaland GDC, Guwahati/ Bihar GDC, Patna/ Chhattisgarh GDC, Raipur/ Digital Mapping Centre, Dehradun/ Directorate of Map Publication, Dehradun/ East Uttar Pradesh GDC, Lucknow/ Eastern Printing Group, Kolkata/ Geodetic & Research Branch, Dehradun/ Geographical Information System & Remote Sensing Directorate, Hyderabad/ Gujarat, Daman & Diu GDC, Gandhinagar/ Himachal Pradesh GDC, Chandigarh/ Jammu & Kashmir GDC, Jammu/ Jharkhand GDC, Ranchi/ Karnataka GDC, Bangaluru/ Kerala & Lakshadweep GDC, Thiruvananthapuram/ Madhya Pradesh GDC, Jabalpur/ Maharashtra & Goa GDC, Pune/ Map Archive & Dissemination Centre, Dehradun/ Meghalaya & Arunachal Pradesh GDC, Shillong/ National GDC, Dehradun/ Odisha GDC, Bhuwaneshwar/ Punjab, Haryana & Chandigarh GDC, Chandigarh/ Rajasthan GDC, Jaipur/ Southern Printing Group, Hyderabad/ Survey (Air) & Delhi GDC, New Delhi/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC, Chennai/ Tripura Manipur & Mizoram GDC, Silchar/ Uttarakhand & West Uttar Pradesh GDC, Dehradun/ West Bengal & Sikkim GDC, Kolkata/ Western Printing Group, New Delhi.

DSG's: Central Zone, Jabalpur/ Eastern Zone, Kolkata/ Head Quarter SGO, Dehradun/ North Eastern Zone, Shillong/ Northern Zone, Chandigarh/ NIGST, Hyderabad/ Printing Zone, Hyderabad/ Southern Zone, Bangaluru/ Specialized Zone, Dehradun/ Western Zone, Jaipur.

DSG's: HR/ Admn./ Vig./ Tech.(SGO).
DAF, SGO/ Tech. Sec., SGO / ASG, SGO.

The Establishment & Account Officer 'A', 'B' and 'C', SGO.

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) 17/6/21

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. (ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	30 th November, 2021 31 st December, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR.	31 st December, 2021 15 th January, 2022
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 the APAR will be finally taken on record.	31 st March, 2022