भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व *विभाग* DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX AND CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018

E-mail: **concxcochin@live.in** Fax: 0484-2390608 Phone: 0484-2396654

GEXCOM/II/(9)/3/2020-VIG **दिनांक/Date:05.07.2021**

To

The Deputy/Assistant Commissioner,
Central Tax & Central Excise
Division, Ernakulam / Kakkanad / Aluva / Thrissur /
Chalakudy /Perumbavoor / Idukki.

Sir,

Sub: **Extension of timelines for submission of APAR in respect of Group 'A', 'B' and 'C' officers for the period 2020-21 & Extension of timelines for submission of summary of Medical Report for Group'A' officers for the year 2020-21 – Reg.**

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Please find enclosed herewith the letter F.No.40/BVS/ DGHRD(HRM-I)/APAR/SPARROW-IRS/2020 dated 22.06.2021 received from Addl.Director General, DGHRM on the above subject.

As per the said letter, the due date by which the self-appraisal to be submitted to reporting officer, submission of report by reporting officer to reviewing officer and report to be completed by Reviewing officer for the reporting period 2020-21 is **31st August 2021, 30th September 2021 & 15th November 2021** respectively. Hence, all the concerned officers are requested to complete their task within the stipulated time.

Although, the timelines have been revised/extended as above, all officers/staff may be requested not to wait for the last date to avoid last hour rush etc.

It is requested to kindly bring these instructions to the notice of all officers/staff under your jurisdiction, for information and compliance please.

Encl : As above

भवदीय / Yours faithfully,

Signed by S Suresh
Date: 05-07-2021 16:16:47
Reason: Approved

(एस. सुरेष / S. Suresh)

सहायक आयुक्त /Assistant Commissioner (P&V)

Copy submitted to :The Joint Commissioner(P&V), Dy./Assistant Commissioner, Central Tax & Central Excise Hqrs. Office, Kochi.

Copy to : All Section Heads, Central Tax & Central Excise Hqrs. Office, Kochi.

The Superintendent (Systems), Kochi (to upload in the website)

Government of India
Ministry of Finance
Central Board of Indirect Taxes and Customs
HRM-I DGHRD,
Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg, New Delhi-110 001
Tel: 011-23741697, Fax : 011-23748050 (www.dghrdcbic.gov.in)

F No. 40/BVS/DGHRD(HRM-I)/APAR/SPARROW-IRS/2020 Dated the 22nd June,2021

To,
The Principal Chief Commissioner / Chief Commissioner, Customs and GST (All),
The Principal Director General / Director General (All),
The Principal Commissioner /Pr. ADG/Commissioner/ADG, Customs and GST (All),
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.
Commissioner (Coordination-I/II), CBIC/JS(Admn),CBIC, New Delhi,
Deputy Secretary, Ad. II, CBIC, New Delhi.

Subject: Extension of timelines - Annual Performance Assessment Report (APAR) for Group 'A', 'B' and 'C' officers for the year 2020-21 & Extension of timeline for submission of summary of Medical report for Group 'A' officers for the year 2020-21 - reg

Sir/Madam,

Please refer to this office letters of even number dated 11.03.2021, 19.03.2021, 24.03.2021 & 15.04.2021 and F.No. 38/BVS/DGHRD(HRM-I)/SPARROW CBIC/2020 dated 25.03.2021 regarding online writing for APAR (2020-21 cycle) in SPARROW-IRS & SPARROW-CBIC respectively.

2. DoPT vide OM No. 21011/02/2015-Est(A-II)-Part II dated 17.06.2021 has further extended the timelines/target dates for recording of APAR for officers of Central Civil Services for the year 2020-21, as a one-time measure in view of prevailing situation. (Copy enclosed). Accordingly, the further revised/extended timelines/target dates for APAR 2020-21 in respect of all officers/staff under CBIC both in SPARROW-IRS & SPARROW-CBIC are as follows:

S. No.	Activity	Date by which activity to be completed
1.	Generation/Creation of blank APAR by the Custodian and sending it to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting officers where self appraisal is not to be given)	31st July, 2021

2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	31st August, 2021
3.	Submission of report by reporting officer to reviewing officer	30th September, 2021
4.	Report to be completed by Reviewing Officer and to be sent to CR Section (Custodian)	15th November, 2021
5.	Disclosure to the officer reported upon	30th November, 2021
6.	Receipt of representation, if any, on APAR	15 days from the date of disclosure of APAR
7.	Forwarding of representations to the competent authority	31st December, 2021
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
9.	Communication of the decision of the competent authority on the representation	Within 15 days of finalization of decision by competent authority
10.	End of entire APAR process, after which the APAR will be finally taken on record (Closure of APAR cycle 2020-21 in SPARROW-IRS and SPARROW-CBIC)	31st March, 2022

3. It is also requested that the following may be kindly noted:

(i) This relaxation is a one-time measure only for the APAR year 2020-21, and is subject to the condition that **no remarks shall be recorded in the APAR for the year 2020-21 after 31.03.2022.**

(ii) For APAR cycle, the Reporting, Reviewing and Accepting authorities, who have **demitted office or retired from service on or after 28.02.2021** shall be allowed to record their remarks till the respective extended cut-off dates (as above, for APAR cycle 2020-21).

4. Regarding timeline for submission summary of Medical Report by Group 'A' officers of the Central Civil Services for the year 2020-21, DoPT vide OM No. 21011/02/2015-Est (A-II)-Part II dated 14.06.2021 has further extended the timeline for Annual Medical Examination and submission of the summary of Medical Report for the year 2020-21 **up to 31st December 2021**. (Copy enclosed). DoPT has also conveyed that it has been decided to delink the submission of summary of Medical report from recording and completion of APAR for the year 2020-21. Hence, the recording and completion of APAR for the year 2020-21 may be done as per revised timelines as above and without insisting on submission of summary of Medical report.

5. Although, the APAR timelines have been further revised/extended as above, all officers/staff may be requested not to wait for the last date to avoid last hour rush and sudden system load.

6. It is requested to kindly bring these instructions to the notice of all officers/staff under your jurisdiction, for information and necessary compliance please.

Yours faithfully,

22/6/2021

(Limatula Yaden)
ADG, HRM-I
DGHRD,CBIC

Encl:

(i) DoPT OM No. 21011/02/2015-Est(A-II)-Part II dated 17.06.2021
(ii) DoPT OM No. 21011/02/2015-Est(A-II)-Part II dated 14.06.2021.

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	31st July, 2021
2.	Submission of self-appraisal to the reporting officer	31st August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30th September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15th November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15th 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.	30th November, 2021 31st 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.	 31st December, 2021 15th 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.	31st March, 2022

954315/2021/CRU-O/o Pr Commr-CGST-Kochi

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

North Block, New Delhi
14th June, 2021

OFFICE MEMORANDUM

Subject: Extension of timeline for submission of summary of Medical Report in respect of Group 'A' officers of Central Civil Services for the year 2020-2021 – reg

The undersigned is directed to invite attention to this Department's OM No.21011/01/2009-Estt.(A)-Part dated 11th March, 2021, *vide* which the last date for submission of summary of Medical Report by Group 'A' officers of the Central Civil Services for the year 2020-2021 was extended up to 30th June 2021 in view of the situation arising out of the spread of Novel Coronavirus (COVID-19). Subsequently, the time-lines for recording of Annual Performance Appraisal Report (APAR) were also extended *vide* this Department's OM No.21011/02/2015-Estt.(A-II)-part.II dated 14th April, 2021.

2. In view of the prevailing situation, it has been decided to delink the submission of summary of Medical Report from recording and completion of APAR for the year 2020-2021. The timeline for conduct of Annual Medical Examination and thereafter submitting the summary of the Medical Report for the year 2020-2021 is extended for a further period upto 31st December, 2021. However, recording and completion of APAR for the year 2020-2021 may be done as per the time schedule given in Annexure to this Department's OM No. 21011/02/2015-Estt.(A-II)-part.II dated 14th April, 2021, without insisting on submission of summary of Medical Report.

(Murali Bhavaraju) 14/6/21
Deputy Secretary to the Govt of India
Tel. No.23094542

All Ministries / Departments/Cadre Controlling Authorities in 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

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE
सी. आर. भवन, आई. एस. प्रेसरोड, कोच्चि, C.R. BUILDING, I.S. PRESS ROAD, KOCHI-682 018
E-mail: ccu-cexcok@nic.in Fax: 0484-2397614 Phone: 0484-2394100/0404

To

1. **The Principal Commissioner,**
   Central Tax & Central Excise, Kochi
2. **The Commissioner,**
   Central Tax & Central Excise, Kozhikode.
3. **The Commissioner,**
   Central Tax & Central Excise, Thiruvananthapuram.
4. **The Commissioner (Appeals),**
   Central Tax & Central Excise, Kochi.
5. **The Commissioner (Audit),**
   Central Tax & Central Excise, Kochi.
6. **The Commissioner of Customs,**
   Custom (Preventive), Kochi.
7. **The Commissioner of Customs,**
   Custom House, Kochi.

Sir,

Sub: Extension of timelines - Annual performance Assessment report (APAR) for Group 'A', 'B' & 'C' officers for the year 2020-21 & extension of timeline for submission of summary of Medical report for Group 'A' officers for the year 2020-21-Reg.

Please find enclosed DGHRD letter F.No.40/BVS/DGHRD(HRM-I)/APAR/SPAROW-IRS/2020 dated 22.06.2021 on the subject mentioned above, extending the timelines of generation, recording and completion of entire APAR process for year 2020-21 as specified in the aforesaid letter and submission of summary of Medical report for Group 'A' officers for the year 2020-21 up to 31.12.2021.

2. Matter may please be brought to notice of all concerned for information andcompliance.

Yours faithfully,

Encl: As above.

(George Joseph)

Asst Commissioner (CCO)