

F. No. 5(1)/2018-MGMT  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Public Enterprises

Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated the 23<sup>rd</sup> June, 2020

**OFFICE MEMORANDUM**

Subject: Extension of timelines for recording of Annual Performance Appraisal Reports (APAR) for the year 2019-2020 for Board level incumbents of CPSEs in online SPARROW-CPSE system

The undersigned is directed to refer to DPE O.M. of even no. dated 9<sup>th</sup> April, 2019 introducing an online system for recording of APAR for Board level incumbents of CPSEs and Department of Personnel & Training OM dated 9<sup>th</sup> June, 2020 regarding extension of timelines for recording PAR for the year 2019-20 in respect of AIS officers.

2. In view of the pandemic caused by the spread of COVID 19 and the consequent nation-wide lockdown extended from time to time and continuance of restrictions imposed and the exigent situation, the Reporting/Reviewing/Accepting Authority, who demits/demitted office between 29<sup>th</sup> February 2020 to 31<sup>st</sup> October 2020, shall be allowed to record PAR for the year 2019-20 beyond the extant time line of one month after their demission of office, as per the following timeline.

Activity	Revised Cut-off date
Appraisal by Reporting authority	15 <sup>th</sup> November
Appraisal by Reviewing Authority	30 <sup>th</sup> November
Appraisal by Accepting Authority	31 <sup>st</sup> December

3. In order to reduce burden on healthcare system as well as risk to CPSE executives, it has also been decided to delink the submission of summary of medical report from recording and completion of APAR for year 2019-20 and also extend the time line for conduct of Annual Medical Examination and thereafter submitting the summary of Medical Report for the PAR year 2019-20 for a further period up to 31.12.2020.

4. The aforesaid relaxation is a one-time measure only for APARs for the year 2019-20.

5. All administrative Ministries/Departments are requested to take note of above relaxation for further necessary action.

  
(Lokesh Bajpai)  
Director  
Tel : 2436-218

To Secretaries of all administrative Ministries/Departments (by name)

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Copy to:

1. Department of Personnel & Training (Ms. Khushboo G Chowdhary, Deputy Secretary), North Block New Delhi
2. Public Enterprises Selection Board (Smt. KimbuongKipgen, Secretary), Block 14, CGO Complex, Lodhi Road, New Delhi
3. Chief Executives of CPSEs



F.No. 11059/01/2014-AIS-III  
Government of India  
Ministry of Personnel, PG and Pensions  
Department of Personnel & Training

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North Block, New Delhi

Dated 09<sup>th</sup> June, 2020

To,

The Chief Secretaries of States / UTs

Subject: Further Extension of timelines for recording of PAR for the year 2019-20 in respect of AIS officers – reg.

Sir /Madam,

I am directed to refer to the relevant provisions for recording of PAR under the AIS(PAR)Rules, 2007 as amended, including also the provisions regarding the reporting / reviewing / accepting authorities to record PAR not after one month of their retirement and also to this Department's letters of even number dated 27.03.2020 and 30.03.2020.

2. In view of the pandemic caused by the spread of COVID 19 and the consequent nation-wide lockdown extended from time to time, AIS officers are involved in various activities relating to management and control of the pandemic, continuance of essential services and maintenance of law and order etc. Further, most of the government offices, except those involved in essential services and law and order, are working with skeletal staff strength. In the light of exigent situation, the timelines for online generation of PAR, and submission of self-appraisal, recording of comments by reporting/ reviewing / accepting authorities and also retired/retiring government officers were extended vide this Department's letters of even number dated 27.03.2020 and 30.03.2020.

3 In view of the continuance of the restrictions imposed due to spread of COVID 19, it would still be practically difficult for the AIS officers to either submit their self-appraisal or to record the PAR for the year 2019-2020 as reporting / reviewing / accepting authority within extended timelines. To overcome this, it has now been decided with the approval of competent authority, to further revise the existing cut-off

dates prescribed for self-appraisal, reporting, reviewing and acceptance of PAR in respect of AIS officers for the year 2019-20, in relaxation of Rule 4 A (1), Rule 5(1) read with Schedule 2 of the AIS (PAR) Rules, 2007 as amended, so as to give sufficient time to each authority, as indicated below:-

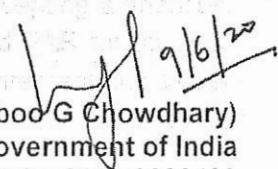
Activity	Cut off dates		
	Existing	Already Revised	Revised
Self-appraisal for current year	31 <sup>st</sup> May	30 <sup>th</sup> June, 2020	31 <sup>st</sup> August 2020
Appraisal by Reporting Authority	31 <sup>st</sup> July	31 <sup>st</sup> August, 2020	30 <sup>th</sup> September, 2020
Appraisal by Reviewing Authority	30 <sup>th</sup> September	15 <sup>th</sup> October, 2020	15 <sup>th</sup> November, 2020
Appraisal by Accepting Authority	31 <sup>st</sup> December	31 <sup>st</sup> December, 2020	31 <sup>st</sup> December, 2020

4. It has also been decided with the approval of Competent Authority, that irrespective of their date of retirement, the reporting/reviewing/accepting authorities, retiring from 29.02.2020 to 31.10.2020 shall be allowed to record PAR for the year 2019-2020 beyond the extant time line of one month after their retirement and as per the revised timeline mentioned in para 3 above, in relaxation of Rule 7A of AIS (PAR) Rules, 2007 as amended.

5. Further, it may cause a burden on healthcare system as well as risk to AIS officers to get medical examination done for submitting mandatory summary of Medical Report along with self-appraisal. Therefore, with the approval of competent authority, it has also been decided to delink the submission of summary of medical report from recording and completion of APAR for the year 2019-2020 in respect of AIS officers. Also, it has been decided to extend the timeline for conduct of Annual Medical Examination and thereafter submitting the summary of Medical Report for the PAR year 2019-2020 for a further period up to 31.12.2020.

6. Notwithstanding anything contained herein, no remarks may be recorded after 31<sup>st</sup> December, 2020 in the PAR of AIS officers for the PAR year 2019-2020, in accordance with the 2<sup>nd</sup> proviso of the AIS (PAR) Rules, 2007 as amended.

7. The aforesaid relaxation is as a one-time measure only.

  
 (Khushboo G Chowdhary)  
 Deputy Secretary to the Government of India  
 Tele: 011-23092483

**Copy for information and necessary action to:-**

- (1) All the Ministries / Department of Government of India
- (2) The Ministry of Home Affairs, being cadre controlling authority for IPS, North Block, New Delhi.
- (3) The Ministry of Environment, Forest & CC, being cadre controlling authority for IFoS, Lodhi Road, Jor Bagh, New Delhi.
- (4) Under Secretary (EO/PR), DoPT
- (5) NIC, DOPT – for uploading on the website of DOPT.
- (6) ADG Media, Ministry of Home Affairs, New Delhi – for wide circulation

