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S328/1201A  
20/07/2020

Dairy No. 663  
Date 17/07/2020  
Director (GNCTD)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT- BRANCH-IV/CONFIDENTIAL CELL  
B-WING: 7<sup>TH</sup> LEVEL: DELHI SECRETARIAT  
I.P. ESTATE: NEW DELHI**

No. F. 2(1)/2020/S.IV/CC/976-980

Dated: 13/07/2020

To

All Principal Secretaries / Secretaries / and Head of Departments,  
All Local Bodies / Autonomous Bodies/ PSUs, GNCTD  
Delhi / New Delhi.

**Sub:** Extension of timelines for recording and completion of APAR in respect of DANICS / Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2019-2020.

Sir/Madam,

I am directed to refer this office letter of even no. dated 02.05.2020 regarding the subject matter and to inform that DoP&T vide its O.M. No.21011/02/2015-Est(A-II)-Part-II, dated 11.06.2020 has further extended the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, in view of prevailing situation due to spread of Corona Virus, as a one time measure.

Accordingly, time schedule for recording and completion of APAR in respect of DANICS / Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2019-2020 is revised and extended as under:

Sl. No.	Activity	Date by which activity to be completed
1.	Distribution of blank forms/ online generation of APAR	By 31 <sup>st</sup> July 2020 or earlier
2.	Submission of Self-appraisal to reporting officer	By 31 <sup>st</sup> August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September, 2020
4.	Forwarding of report by reviewing officer to APAR cell/ Accepting Authority (wherever provided)	15 <sup>th</sup> November, 2020
5.	Appraisal by Accepting authority, wherever provided	31 <sup>st</sup> December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority	31 <sup>st</sup> December, 2020
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority	15 <sup>th</sup> January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of communication

DS (Admin.)

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May be uploaded on website of the Department of ACP,

8.	Forwarding of representation to the competent authority  (c) Where there is no accepting authority for APAR (d) Where there is accepting authority for APAR	31 <sup>st</sup> January, 2021 15 <sup>th</sup> February, 2021
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> March, 2021

Further, the extended timelines for the APAR year 2019-20 shall also apply to the reporting / reviewing / accepting authorities who have demitted office or retire from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

It is requested that the time schedule for recording and completion of APARs as provided herein above may be widely circulated for information and strict adherence by all concerned.

The blank APAR forms for this purpose may be downloaded from the Services Department website [www.services.delhi.govt.nic.in](http://www.services.delhi.govt.nic.in).

Yours faithfully,

  
(Anju Mangla)

**DEPUTY SECRETARY (SERVICES)**

Dated: 13/07/2020

F.2(1)/2020/S.IV/CC/976-980

Copy for information to:

1. Principal Secretary to Lt. Governor, GNCTD, Raj Niwas, Delhi-110054.
2. Addl. Secretary to Hon'ble Chief Minister, GNCTD, delhi Secretariat, New Delhi.
3. Staff Officer to Chief secretary , GNCTD, Delhi Secretariat, New Delhi.
4. Section Officer. (Coordination), Services Department, GNCTD with the direction to upload the same on the website of Services Department, GNCTD

  
(Anju Mangla)

**DEPUTY SECRETARY (SERVICES)**