

No. A-28011/1/2022-P.I
Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,
Prithvi Block, 1st Floor,
Jor Bagh Road,
New Delhi – 110003

Dated the 9th December, 2024

OFFICE MEMORANDUM

Subject:- Timely Recording of Annual Performance Assessment Report (APAR) for the year 2023-24 in respect of Scientists of MoEF&CC through SPARROW Portal-reg

The undersigned is directed to refer to DoPT's O.M. No. 21011/04/2023-Estt. (A.II) dated 30th August, 2024 (copy enclosed), conveying following timelines for completion of APARs by Reporting/ Reviewing Officer for the reporting year 2023-24:

S.No.	Activity	Cut off dates	
		Existing	Revised
1.	Submission of report by Reporting Officer to Reviewing Officer	31st August	15th October
2.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/ Cell or accepting authority, wherever provided	31st October	15th December

2. Accordingly, all the officers of this Ministry are requested to ensure completion of APARs in respect of Scientists, if any, as per timelines for reporting year 2023-24.

Encl.:- As above



(Sanjay Kumar)
Under Secretary to the Govt. of India

To

1. All Officers/Officials in MoEF&CC and its Regional Offices, including NAEB and CAQM (through E-office).

No. 21011/04/2023-Estt.(A.II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi – 110001
Dated 30th August, 2024

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.

The undersigned is directed to refer to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 & 28.05.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.

2. It has been reported that difficulties are being faced by various officers in sticking to the timelines given in the OMs referred to above.

3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines relating to APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024 & 28.05.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Submission of report by Reporting Officer to Reviewing Officer	31 st August	15 th October
(2)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 st October	15 th December

All other timelines remains the same.

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


(Vimal)
Deputy Secretary to the Government 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 on DoPT website.