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भारत सरकार/ Government of India
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics & Programme Implementation
(एपीएआर अनुभाग / APAR Section)

खुर्शीद लाल भवन
जनपथ, नई दिल्ली -110001
दिनांक: 11.04.2025

OFFICE MEMORANDUM

Subject: Revision of timeline for preparation/completion of Annual Performance Assessment Report (APAR) in respect of ISS for the year 2024-25.

The undersigned is directed to refer to Department of Personnel & Training O.M. No. 21011/10/2025-PP (A.II) dated 09.04.2025 on the subject cited above (copy enclosed) and to inform that DoPT has revised the timelines for preparation/completion of APAR.

2. Accordingly, all the concerned ISS officers/ Nodal officers/ APAR Custodians of MoSPI as well as other participating Ministries/ Departments/ Organisations, are requested to adhere to the timelines for timely completion of APAR for the Assessment Year 2024-25.

Encl.: As above.

Suneel Kumar

(Suneel Kumar)
Deputy Director (APAR/ISS)
Ph: 011-23455345

To

1. The PAR Central Custodian/PAR Manager of MoSPI/other Ministries/Departments/Organisations (through official website of MoSPI).
2. All ISS officers (through official website of MoSPI/e-office).

Copy to:

1. Director, DIID, MoSPI, via e-mail with request to place on the official website of the Ministry.
2. NIC team for upload on e-office.

F. No. 21011/10/2025 PP(A-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

dated the 09th April, 2025


OFFICE MEMORANDUM

Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009 on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, *i.e.*, Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.


(Rajesh Sharma)

Under Secretary to the Government of India

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC for uploading of DoP&T's website

Annexure-III**Time schedule for preparation/completion of Annual Performance Assessment Report
(Reporting Year- Financial Year)**

S. No.	Activity	Date by which to be completed	Auto Forward
1.	Distribution of blank APAR forms to all concerned (<i>i.e.</i> , 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).	01 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 th June	01 st July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 st July	01 st August
5.	Appraisal by Accepting Authority, wherever provided	31 st August	01 st September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority	01 st September	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority	15 th September	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority (a) where there is no Accepting Authority for APAR	21 st September	
	(b) where there is Accepting Authority for APAR	06 th October	
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	