

No. C-12011/09/2020-Admn.II
Government of India
Ministry of Communications
Department of Telecommunications
415, Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001

Dated the 19th October, 2020

CIRCULAR

Government of India has issued a number of instructions/guidelines for timely preparation and proper maintenance of Annual Performance Assessment Report (APAR) and also prescribed time limit for each & every activities involved in completion of APAR by the concerned authority that has to be adhered to by all the classes of employees of Government of India strictly. In this regard, DOP&T OM No. 21011/02/2025-Estt.(A-II)-Part.II dated 11.06.2020 and dated 09.10.2020 regarding extension of timelines for recording of APAR of Group 'A', 'B' & 'C' officer of Central Civil Services for the year 2019-2020 may be referred to.

2. Further, APAR has greatest importance for the efficiency and morale of the service and also for smooth consideration of cases pertaining to confirmation, promotion, deputation, grant of NFU/NFSG etc. Therefore, timely completion of APAR and availability of the same is essential to process the above mentioned cases.

3. However, in the recent past, it has been observed in the cases of IRRS Group-A & Group-B officers that either their APARs are not completed in all respect or not recorded by the officer reported upon/reporting officer/reviewing officer within the prescribed time limit. This not only caused difficulty for Cadre Controlling Authority for processing the cases pertaining to promotion/NFU/NFSG/FR-56(j)/confirmation etc., but also resulted in loss to the individual officer.

4. This situation has been viewed seriously by the Competent Authority.

5. All the IRRS Group-A & Group-B officers including Reporting & Reviewing Authorities are requested to ensure that they record & submit the APARs within the prescribed time limits. Any lapse on the part of the individual officer will be viewed seriously and appropriate action shall be initiated against him/her.



[Anil Kumar Singh]

Under Secretary to the Govt. of India
Tele No. 23036884

All IRRS Group-A & Group-B Officers (through DOT website & e-office notice board)

Copy to :-

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| 1. Shri M.K. Pattanaik, Sr.DWA, WPC Wing, DOT | With the request to monitor the process of APARs and ensure its timely completion. |
| 2. Shri Ajay Singhal, Sr.DD, WMO, New Delhi | |

Copy also to :-

1. Wireless Adviser, DOT.
2. Director (WMO), WMO, Pushpa Bhawan, New Delhi.