



नर्मदा नियंत्रण प्राधिकरण

जल शक्ति मंत्रालय, जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग, भारत सरकार



NARMADA CONTROL AUTHORITY

Ministry of Jal Shakti, Department of Water Resources, RD & GR, Govt. of India

नर्मदा सदन, स्कीम 74 सी, विजय नगर, इंदौर - 452010 (मप्र)

Narmada Sadan, Scheme 74 C, Vijay Nagar, Indore - 452010 (MP)

No.NCA/EM/APAR/2020/

01st July, 2020

OFFICE MEMORANDUM

Sub: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A' 'B' and 'C' officer / staff of Central Civil Services for the Year 2019-2020.

In continuation of NCA O.M. dated 20.04.2020 and in accordance with DoPTs O.M. No.21011/02/2015-Est(A-II) Part-II, dated 11.06.2020, the time lines for distribution, recording and completion of APARs for the year 2019-20 for Group 'A' 'B' and 'C' officers / staff of Central Civil Services, as a one-time measure, as specified in the attached Annexure has been extended owing to the situation arising out of the lockdown due to spread of COVID-19 pandemic.

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

Further, the decision conveyed vide DoPT O.M. dated 22.5.2020 delinking recording and completion of APAR for the year 2019-20 from the conduct of Annual Medical Examination and thereafter submission of Summary of Medical Report by 31.12.2020, shall continue.

This issues with the approval of Executive Member, NCA.

(Ranvir R Dumne)
Principal Pvt. Secretary &
Custodian of APARs

Copy to:

1. Member (Civil) / Member (Power) / Member (E&R), NCA, Indore.
2. Secretary / Chief Engineer, NCA, Indore
3. All Directors / Superintending Engineers, NCA, Indore / Vadodara / Bhopal.
4. All Deputy Directors / Exe. Engineers, NCA, Indore / Bhopal / Delhi / Vadodara.
5. Finance Officer, NCA, Indore.
6. Website Manager, NCA for uploading this O.M. on NCA Website.
7. NCA Office Notice Board.

**Time Schedule for recording and completion of APAR for the Year 2019-2020
for Group 'A' 'B' and 'C' officers / staff of Central Civil Services**

Sr.No.	Activity	Date by which activity to be completed.
1.	Distribution of blank forms / online generation of APAR.	By 31 st July, 2020 or earlier
2.	Submission of self-appraisal to Reporting Officer.	31 st August, 2020.
3.	Forwarding of report by Reporting Officer to Reviewing Officer.	30 th September, 2020
4.	Forwarding of report by Reviewing Officer to APAR Cell / Accepting Authority (wherever provided).	15 th November, 2020
5.	Appraisal by Accepting Authority, wherever provided.	31 st December, 2020
6.	(i) Disclosure of APAR to the Officer reported upon where there is no Accepting authority. (ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	31 st December, 2020 15 th January, 2021
7.	Receipt of representation, if any, on APAR.	15 days from the date of communication.
8.	Forwarding of representation to the Competent Authority. (a) Where there is no accepting authority for APAR. (b) Where there is Accepting Authority for APAR.	31 st January, 2021. 15 th 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 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 st March, 2021.

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