



# 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, सेक्टर-बी, स्कीम नं. 74-सी, विजय नगर, इन्दौर (म. प्र.)

Narmada Sadan, Sector-B, Scheme No. 74-C, Vijay Nagar, Indore-452 010 (M.P.), INDIA

[ Office of the Executive Member ]

No.NCA/EM/PPS/APAR/2021/44.

16<sup>th</sup> July, 2021

### OFFICE MEMORANDUM

**Sub:** Extension of timelines for recording of Annual Performance Assessment Report (APAR) in respect of Group 'A' 'B' and 'C' officers & staff of Central Civil Services for the Year 2020-21.

Reference is invited to PPS to EM, NCA's O.M. dated 20.05.2021 vide which the time schedule prescribed by DoPT vide O.M. No.21011/02/2015-Estt.(A.II)-part.II dated 14.04.2021 was issued for compliance. Now, the DoPT vide O.M. No.21011/02/2015-Estt.(A.II)-part.II dated 17.06.2021 has *extended* the said timeline for distribution of Blank APAR forms / online generation, recording and completion of APARs for the Year 2020-21 for Group 'A' 'B' and 'C' Officers & Staff, as a one-time measure, as specified in *Annexure*.

The extended timeline for the APAR Year 2020-21 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from the service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

Further, in accordance with the decision of DOPT dated 14.06.2021 delinking recording & completion of APAR for the Year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of Summary of Medical Report by 31.12.2021, shall stand.

This issues with the approval of Executive Member, NCA.

  
( Ranvir R. Dumbre ) 16.7.2021  
PPS & Custodian of APARs

Copy to:

1. Member (Civil) / Member (E&R) / Member (Power), NCA, Indore.
2. Secretary / Chief Engineer, NCA, Indore .
3. All Directors / Superintending Engineers, NCA, Indore / Vadodara.
4. All Deputy Directors / Exe.Engrs, NCA, Indore / Bhopal / Vadodara / New Delhi.
5. Finance Officer, NCA, Indore.
- ✓ 6. APRO, NCA, Indore for uploading on NCA Website.



जल शक्ति - जल संयोज

रवच सुरक्षित जल-सुन्दर खुशहाल कल  
CONSERVE WATER - SAVE LIFE

Annexure

Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms/ on line generation of APAR	31 <sup>st</sup> July, 2021
2.	Submission of self-appraisal to the reporting officer	31 <sup>st</sup> August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15 <sup>th</sup> November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 <sup>th</sup> December, 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority.	30 <sup>th</sup> November, 2021
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	31 <sup>st</sup> December, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR.	31 <sup>st</sup> December, 2021 15 <sup>th</sup> January, 2022
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 the APAR will be finally taken on record.	31 <sup>st</sup> March, 2022