

F. No. 25-4/2013-SPG (Vol II) (Pt.)

Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

\*\*\*

Dak Bhawan, Sansad Marg  
New Delhi – 110 001  
Dated: 15/04/2024

OFFICE MEMORANDUM

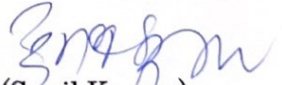
**Subject:** Extension of timelines for submission of self-appraisal in Annual Performance Assessment Reports (APAR) by the Officer Reported Upon in respect of Central Civil Services for the year 2023-24 - regarding.

The undersigned is directed to invite reference to the DoP&T's OM No. 21011/04/2023-Esttt.(A.II) dated 15.04.2024 (copy enclosed) regarding extension of timelines for submission of self-appraisal in APAR for the year 2023-24 in respect of Central Civil Services.

2. In the light of ensuing Lok Sabha Elections, the timeline for submission of self-appraisal in the APAR by the Officer Reported Upon has been extended from 15.04.2024 to 30.04.2024 for the year 2023-24. The other timelines, as prescribed at Annexure III of DoP&T's OM No. 21011/01/2005-Estt.(A) (Pt.II) dated 23.07.2009, shall remain the same.

3. It is requested to bring this to the notice of all concerned for strict compliance of the APAR guidelines to ensure that APARs are completed in time bound manner.

Encl. – As Above

  
(Sunil Kumar)  
Director (Staff)

Copy to:

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services.
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech).
3. Sr. DDG (Vigilance) & CVO / CGM, Parcel Directorate / PLI Directorate/BD Directorate.
4. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.
5. All Chief Postmasters General/Postmasters General.
6. Addl. DG, APS C/o 56 APO.
7. Secretary, Postal Services Board/ All Deputy Directors General.
8. GM (CEPT), Mysore, with a request to upload the order in India Post Website.
9. CS to Member (P).
10. Guard File.

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 15<sup>th</sup> April, 2024

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for submission of Self-appraisal in Annual Performance Assessment Reports (APAR) by the Officer Reported Upon in respect of Central Civil Services for the year 2023-24**

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 the light of ensuing Lok Sabha Elections, it has been decided to extend the timelines for submission of self-appraisal in the APAR, by the Officer Reported Upon from 15<sup>th</sup> April to 30<sup>th</sup> April, for the year 2023-24.

3. The other timelines, as prescribed at Annexure III of DoP&T's OM No. 21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009, shall remain the same.

  
(S. P. Pant)  
Director

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 in DoPT website