

No. 28/14/94-IH(7)-2020/ 12681
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 25/11/2020

To

All the Administrative Secretaries/
Head of Departments/Offices/Institutions/
Boards/Corporations
Chandigarh Administration

Subject:- Revised timelines for writing of Annual Performance Appraisal Report (APAR/ACR) online (through e-HRMS Manav Sampada Portal) of Group A, B and C officers/officials of Chandigarh Administration for the year 2019-2020 due to spread of COVID-19

Sir/Madam

I am directed to refer to this Administration's letter No. 28/14/94-IH(7)-2020/6300 dated 23.06.2020 on the subject noted above and to state that due to unforeseen situation caused by COVID-19 pandemic, practical difficulties are being faced in recording APAR during the current year 2019-20. Accordingly, it has been decided to further extend the timelines for writing of Annual Performance Appraisal Report (APAR/ACR) online (through e-HRMS Manav Sampada Portal) of Group A, B and C officers/officials of Chandigarh Administration for the year **2019-2020**, as one time measure. The revised timelines in respect of APAR/ACR for the year 2019-2020 shall be as under:-

1. The concerned officer/official after filing the Information from his/her end online, in the APAR form, will submit online to the Reporting Officer **by 2nd December, 2020**.
2. The APARs shall be written online by the Reporting Authority and the same would be submitted online by the Reporting Authority to the next higher authority by **9th December, 2020**.
3. The Reviewing Authority shall record its remarks online by **16th December, 2020** and should submit it online to the next higher authority (Accepting Authority), if any, within the prescribed period i.e. **16th December, 2020**.
4. The Accepting Authority shall record, its remarks online by **31st December, 2020** and send it online to the Cadre Controlling Authority/Nodal Officer APAR within the prescribed time schedule i.e. **31st December, 2020**.

Yours faithfully

Rawl
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh