

No. 28/14/94-IH(7)-2020/ 4421
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 09/4/2020

To

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

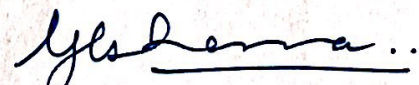
Subject:- Revised timelines for writing of Annual Performance Appraisal Report (APAR/ACR) online (through e-HRMS Manav Sampada Portal) of Group A, B and C officers/officials of Chandigarh Administration for the year 2019-2020 due to spread of COVID-19

Sir/Madam

I am directed to address you on the subject noted above and to state that due to situation arising out of spread of COVID-19, it has been decided to revise 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. Accordingly, the revised timelines in respect of APAR/ACR for the year 2019-2020 shall be as under:-

1. The Cadre Controlling Authority/Nodal Officer APAR will generate the APAR form online for the Reporting Officer by **1st June, 2020** and 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 **30th June, 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 **31st July, 2020**.
3. The Reviewing Authority shall record its remarks online by **31st August 2020** and should submit it online to the next higher authority (Accepting Authority), if any, within the prescribed period i.e. **31st August, 2020**.
4. The Accepting Authority shall record, its remarks online by **30th September, 2020** and send it online to the Cadre Controlling Authority/Nodal Officer APAR within the prescribed time schedule i.e. **30th September, 2020**.

Yours faithfully



Superintendent Personnel
for Adviser to the Administrator
Union Territory. Chandigarh