No. 28/14/94-IH(7)-2021/1077
Chandigarh Administration
Department of Personnel
Chandigarh, dated the 3/8/2021

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 2020-2021 due to spread of COVID-19

Sir/Madam

I am directed to refer to this Administration’s letter No. 28/14/94-IH(7)-2021/6979 dated 11.05.2021 on the subject noted above and to state that due to situation arising out of spread of COVID-19 pandemic, 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 2020-2021, as one time measure. Accordingly, the revised timelines in respect of APAR/ACR for the year 2020-2021 shall be as under:-

1. The Cadre Controlling Authority/Nodal Officer APAR will generate the APAR form online for the Reporting Officer by 16th August, 2021 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 31st August, 2021.

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 30th September, 2021.

3. The Reviewing Authority shall record its remarks online by 31st October, 2021 and should submit it online to the next higher authority (Accepting Authority), if any, within the prescribed period i.e. 31st October, 2021.

4. The Accepting Authority shall record, its remarks online by 30th November, 2021 and send it online to the Cadre Controlling Authority/Nodal Officer APAR within the prescribed time schedule i.e. 30th November, 2021.

Yours faithfully

[Signature]
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh

Endst. No. 28/14/94-IH(7)-2021/1077
Dated: 3/8/2021

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh for information and necessary action. It is requested to upload the above instructions on the official website of Chandigarh Administration.

[Signature]
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh