

No. 28/14/94-IH(7)-2024/ 4986
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 16/4/2024

To

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

Subject: Extension of timelines for submission of Self-appraisal in Annual Performance Assessment Reports (APAR) by the Officer Reported Upon in respect of employees of Chandigarh Administration for the year 2023-24

I am directed to refer to this Administration's letter No. 28/14/94-IH(7)-2023/3019 dated 01.03.2023 vide which the Govt. of India, Department of Personnel & Training's Brochure on Preparation & Maintenance of Annual Performance Assessment Report for Central Civil Services for writing/filling the APARs online (through eHRMS Manav Sampada Portal) in respect of Group A, B & C officers/ officials was circulated.

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 **15th April to 30th April**, for the year 2023-24.
3. The other timelines as prescribed in Annexure III of the Brochure mentioned in para 1, shall remain the same.
4. The contents of this communication may be brought to the notice of all officers/officials working under your control for information and necessary action.

Jasvir Kaur
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh

Endst. No. 28/14/94-IH(7)-2024/ 4987

Dated: 16/4/2024

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh for taking further necessary action. You are also requested to upload the above instructions on the official website of Chandigarh Administration

Jasvir Kaur
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh