

No. 28/14/94-IH(7)-2025/4937  
Chandigarh Administration  
Department of Personnel

Chandigarh, dated the 11/4/2025

To

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

**Subject:- 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 – Revision of timelines**

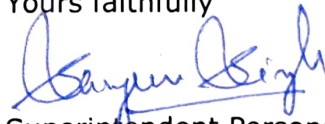
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Sir/Madam

I am directed to refer to this Administration's letter No. 28/14/94-IH(7)-2023/3019 dated 01.03.2023 whereby the Government 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 to all the Departments/ Offices/ Institutions/ Boards/ Corporations for information and necessary action. Annexure-III of the above referred brochure comprised the time schedule for preparation/ completion of APAR.

2. Now, in partial modification of Annexure III, the Government of India, Department of Personnel & Training, New Delhi has issued revised time schedule for preparation/ completion of Annual Performance Assessment Report (APAR) vide O.M. No. 21011/10/2025 PP(A-II) dated 09.04.2025. As per revised time schedule, Submission of self-appraisal to Reporting Officer by Officer Reported Upon is to be completed by 15<sup>th</sup> May. A copy of the O.M. dated 09.04.2025 ibid is also enclosed for information, necessary action and compliance.

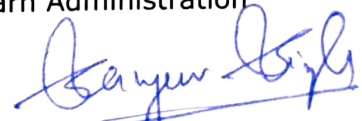
Yours faithfully

for   
Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration

Dated: 11/4/2025

Endst. No. 28/14/94-IH(7)-2025/4938

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

for   
Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration

**F. No. 21011/10/2025 PP(A-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel & Training)**

dated the 09<sup>th</sup> April, 2025

**OFFICE MEMORANDUM**

**Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services**

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 partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, *i.e.*, Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.



(Rajesh Sharma)

Under Secretary to the Government of India

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC for uploading of DoP&T's website

**Annexure-III****Time schedule for preparation/completion of Annual Performance Assessment Report  
(Reporting Year- Financial Year)**

<b>S. No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>	<b>Auto Forward</b>
1.	Distribution of blank APAR forms to all concerned ( <i>i.e.</i> , to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	01 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> May	16 <sup>th</sup> May
3.	Submission of APAR by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June	01 <sup>st</sup> July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 <sup>st</sup> July	01 <sup>st</sup> August
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August	01 <sup>st</sup> September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority  (b) Disclosure to the Officer Reported Upon where there is Accepting Authority	01 <sup>st</sup> September  15 <sup>th</sup> September	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority (a) where there is no Accepting Authority for APAR  (b) where there is Accepting Authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October	
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	