

F.No. 5(1)/2018-MGMT  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Public Enterprises

Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated the 23<sup>rd</sup> August, 2021

**OFFICE MEMORANDUM**

Subject: Extension in prescribed timelines for writing Annual Performance Appraisal Reports (APARs) of top management incumbents of Central Public Enterprises (CPSEs) for the year 2019-20

The undersigned is directed to refer to this Department's O.M. of even no. dated 1<sup>st</sup> June, 2021 (copy enclosed) and to state that it has been decided to extend the time-lines for writing APARs of top management incumbents of CPSEs in the following manner.

| Activity                         | Revised Cutoff date             |
|----------------------------------|---------------------------------|
| Appraisal by Reporting Authority | 1 <sup>st</sup> November, 2021  |
| Appraisal by Reviewing Authority | 30 <sup>th</sup> November, 2021 |
| Appraisal by Accepting Authority | 15 <sup>th</sup> December, 2021 |

2. In line with provision earlier prescribed vide O.M. of even no. dated 23<sup>rd</sup> June, 2020 (copy enclosed), the concerned Reporting/Reviewing/Accepting Authority shall also be allowed to record PAR for the year 2019-20 beyond the extant time-lines regardless of their superannuation/demission of office. The afore-said relaxation is a one-time measure only for APARs for the year 2019-20.

3. The Ministry/Department of \* is requested to take note of the above relaxation and take further necessary action in this regard.

Encl : As stated

  
(Dr. Nitin Aggrawal)  
Joint Director  
Tel : 2436-0258

To Secretaries of all administrative Ministries/Departments

Copy to :-

- (i) CMDs/MDs of all CPSEs
- (ii) NIC, DPE - with a request to upload on website of DPE
- (iii) NIC-SPARROW Team - With a request to incorporate the above changes in CPSE-SPARROW system

388

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Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Public Enterprises

Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated the 23<sup>rd</sup> June, 2020

**OFFICE MEMORANDUM**

Subject: Extension of timelines for recording of Annual Performance Appraisal Reports (APAR) for the year 2019-2020 for Board level incumbents of CPSEs in online SPARROW-CPSE system

The undersigned is directed to refer to DPE O.M. of even no. dated 9<sup>th</sup> April, 2019 introducing an online system for recording of APAR for Board level incumbents of CPSEs and Department of Personnel & Training OM dated 9<sup>th</sup> June, 2020 regarding extension of timelines for recording PAR for the year 2019-20 in respect of AIS officers.

2. In view of the pandemic caused by the spread of COVID 19 and the consequent nation-wide lockdown extended from time to time and continuance of restrictions imposed and the exigent situation, the Reporting/Reviewing/Accepting Authority, who demits/demitted office between 29<sup>th</sup> February 2020 to 31<sup>st</sup> October 2020, shall be allowed to record PAR for the year 2019-20 beyond the extant time line of one month after their demission of office, as per the following timeline.

| Activity                         | Revised Cut-off date      |
|----------------------------------|---------------------------|
| Appraisal by Reporting authority | 15 <sup>th</sup> November |
| Appraisal by Reviewing Authority | 30 <sup>th</sup> November |
| Appraisal by Accepting Authority | 31 <sup>st</sup> December |

3. In order to reduce burden on healthcare system as well as risk to CPSE executives, it has also been decided to delink the submission of summary of medical report from recording and completion of APAR for year 2019-20 and also extend the time line for conduct of Annual Medical Examination and thereafter submitting the summary of Medical Report for the PAR year 2019-20 for a further period up to 31.12.2020.

4. The aforesaid relaxation is a one-time measure only for APARs for the year 2019-20.

5. All administrative Ministries/Departments are requested to take note of above relaxation for further necessary action.

  
(Lokesh Bajpai)  
Director  
Tel : 2436-218

To Secretaries of all administrative Ministries/Departments (by name)

7



389

Copy to:

1. Department of Personnel & Training (Ms. Khushboo G Chowdhary, Deputy Secretary), North Block New Delhi
2. Public Enterprises Selection Board (Smt. KimbuongKipgen, Secretary), Block 14, CGO Complex, Lodhi Road, New Delhi
3. Chief Executives of CPSEs

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Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003

Dated the 1<sup>st</sup> June, 2021

OFFICE MEMORANDUM

Subject: Extension in prescribed timelines for writing Annual Performance Appraisal Reports (APARs) of top management incumbents of Central Public Enterprises (CPSEs) for the year 2019-20

The undersigned is directed to refer to this Department's O.M. of even no. dated 24<sup>th</sup> March, 2021 (copy enclosed) on the subject mentioned above and to state that keeping in view the prevalent situation, it has been decided to further extend the time-lines for writing APARs of top management incumbents of CPSEs in the following manner.

| Activity                         | Revised Cutoff date         |
|----------------------------------|-----------------------------|
| Appraisal by Reporting Authority | 30 <sup>th</sup> June, 2021 |
| Appraisal by Reviewing Authority | 15 <sup>th</sup> July 2021  |
| Appraisal by Accepting Authority | 31 <sup>st</sup> July, 2021 |

2. The afore-said relaxation is a one-time measure only for APARs for the year 2019-20.

3. The Ministry/Department of \* is requested to take note of the above relaxation and take further necessary action in this regard.

Encl : As stated

(Dr. Nitin Aggrawal)  
Joint Director  
Tel : 2436-0258

To Secretaries of all administrative Ministries/Departments

Copy to :-

- CMDs/MDs of all CPSEs
- NIC, DPE - with a request to upload on website of DPE
- NIC SPARROW Team - With a request to incorporate the above changes in CPSE-SPARROW system

Digitally signed by NITIN  
AGGRAWAL

Date: Tue Jun 01 16:15:07 IST

2021

Reason: Approved