



मुख्यालय/ HEADQUARTERS  
कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION

(Ministry of Labour & Employment, Govt. of India)



स्थापना शाखा - 1/ ESTABLISHMENT BRANCH - 1

पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली-110 002

PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110 002

Website: esic.nic.in/ esic.in

No. A-33/11/2/2009-E.I(Vol. II)(PT.II)

Date:07-06-2024

## **CIRCULAR**

**Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services-reg.**

A copy of DoP&T OM No. 21011/04/2023-Estt. (A-II) dated 28<sup>th</sup> May 2024 on the above-mentioned subject is forwarded herewith for information and further necessary action.

All Heads of the Offices are directed to bring the contents of the instructions in the aforesaid DoP&T OM to the notice of all Officers/Officials under them for strict compliance.

Encl: As above

Signed by

Sunil Kumar Gautam

Date: 07-06-2024 (15)

Assistant Director, E.I

To,

1. Insurance Commissioner (Revenue), /ICT/ Recruitment/NTA, Headquarters, New Delhi/ Zonal Insurance Commissioners.
2. Medical Commissioners/Zonal Medical Commissioners.
3. All Additional Commissioners & Regional Director/Regional Directors/Director (I/C)/Joint Director(I/C)/Deputy Director(I/C)/Additional Commissioner, E-V, Headquarters, New Delhi
4. Director (Medical) Delhi/Director(M) Noida.
5. All Medical Superintendents of ESIC Hospitals / ESIC Model Hospitals.
6. All Deans of Medical Colleges/PGIMSR/Dental College/ Nursing Colleges.
7. Website Content Manager for uploading the order on the website of ESIC.
8. Hindi Cell/Librarian/Guard File/Spare Copies.

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No. 21011/04/2023-Estt.(A.II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi – 110001

Dated 28<sup>th</sup> May, 2024

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.**

The undersigned is directed to invite reference to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.

2. In view of engagement in ongoing Lok Sabha Election, 2024, difficulties have been reported by the officers belonging to Central Civil Services in sticking to the timelines given in the OMs referred to above.


3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines for recording APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> March (This may be completed even a week earlier)	31 <sup>st</sup> March (This may be completed even a week earlier)
(2)	Submission of self-appraisal to the Reporting Officer by ORU	30 <sup>th</sup> April	30 <sup>th</sup> June
(3)	Submission of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June	31 <sup>st</sup> August
(4)	Report 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	31 <sup>st</sup> October
(5)	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August	31 <sup>st</sup> December
(6)	(a) Disclosure to the ORU where there is no Accepting Authority	01 <sup>st</sup> September	1 <sup>st</sup> November



	(b) Disclosure to the ORU where there is Accepting Authority	15 <sup>th</sup> September	1 <sup>st</sup> January
(7)	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of disclosure
(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	15 days from the date of receipt of representation
(9)	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	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	15 days from the date of disposal of representation
(11)	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	15 days from the date of Communication of the decision

3. The aforesaid relaxation is just a one-time measure for the Central Civil Services Officers for the year 2023-24 .

  
(S. P. Pant)  
Director(PP.II)  
23093074

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1. AIS Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT website.