Office Memorandum


Please refer to this Ministry's ID No. 14015/2/2012-IIS dated 01.02.2016 regarding the time schedule for various activities in respect of APAR for Indian Information Service (IIS) officers.

2. In the light of the situation arising out of a spread of Novel Coronavirus (COVID-19), it has been decided to revise the schedule for some of the activities relating to the recording of APAR. Accordingly, in partial modification in ID dated 01.02.2016, the revised timelines in respect of APAR for the year 2019-2020 shall be as indicated as below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date by which to be completed Existing</th>
<th>Date by which to be completed Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation/Generation of online APAR and transmission to officer concerned.</td>
<td>30th April</td>
<td>31st May (This may be completed even a week earlier)</td>
</tr>
<tr>
<td>Self appraisal by the officer reported upon</td>
<td>31st May</td>
<td>30th June</td>
</tr>
</tbody>
</table>

3. For the remaining activities in the schedule to ID dated 01.02.2016, separate orders will be issued in due course of time.

4. This issues with the approval of the competent authority.

(Pankaj Kumar Salodia)  
Director (IIS)

To  
1. All media heads  
2. All PAR Managers (All Media Units)  
3. PS to JS (P&A), Min. of I&B  
4. NIC, M/o I&B – for uploading on the Ministry’s website