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15/4/20

No. 28/14/94-IH(7)-2020/ 4421  
Chandigarh Administration  
Department of Personnel

Chandigarh, dated the 09/4/2020

To

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

*[Signature]* 15

**Subject:- Revised timelines for 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 for the year 2019-2020 due to spread of COVID-19**

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Sir/Madam

I am directed to address you on the subject noted above and to state that due to situation arising out of spread of COVID-19, it has been decided to revise the timelines for 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 for the **year 2019-2020**, as one time measure. Accordingly, the revised timelines in respect of APAR/ACR for the year 2019-2020 shall be as under:-

1. The Cadre Controlling Authority/Nodal Officer APAR will generate the APAR form online for the Reporting Officer **by 1<sup>st</sup> June, 2020** and the concerned officer/official after filing the Information from his/her end online, in the APAR form, will submit online to the Reporting Officer **by 30<sup>th</sup> June, 2020**.
2. The APARs shall be written online by the Reporting Authority and the same would be submitted online by the Reporting Authority to the next higher authority by **31<sup>st</sup> July, 2020**.
3. The Reviewing Authority shall record its remarks online by **31<sup>st</sup> August 2020** and should submit it online to the next higher authority (Accepting Authority), if any, within the prescribed period i.e. **31<sup>st</sup> August, 2020**.
4. The Accepting Authority shall record, its remarks online by **30<sup>th</sup> September, 2020** and send it online to the Cadre Controlling Authority/Nodal Officer APAR within the prescribed time schedule i.e. **30<sup>th</sup> September, 2020**.

Yours faithfully

*[Signature]*  
Superintendent Personnel