

F.No. A-28012/3/2023-Group A-CGA/(15100)/177
(Government of India)
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Mahalekha Nyantrak Bhawan
E Block, GPO Complex, INA, New Delhi-110023

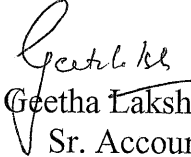
Dated: 14th May, 2026

OFFICE MEMORANDUM

Subject: Extension of timelines for completion of Annual Performance Assessment Report (APAR) for the Reporting year- 2025-26 in respect of Central Civil Services.

Reference is invited to DoPT OM No. 21011/10/2025 PP(A-II) dated 09.04.2025 and, on the subject 'Revision of timelines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services and subsequent OM No. 21011/09/2026-PP (A.II) dated 13.05.2026 on above cited subject.

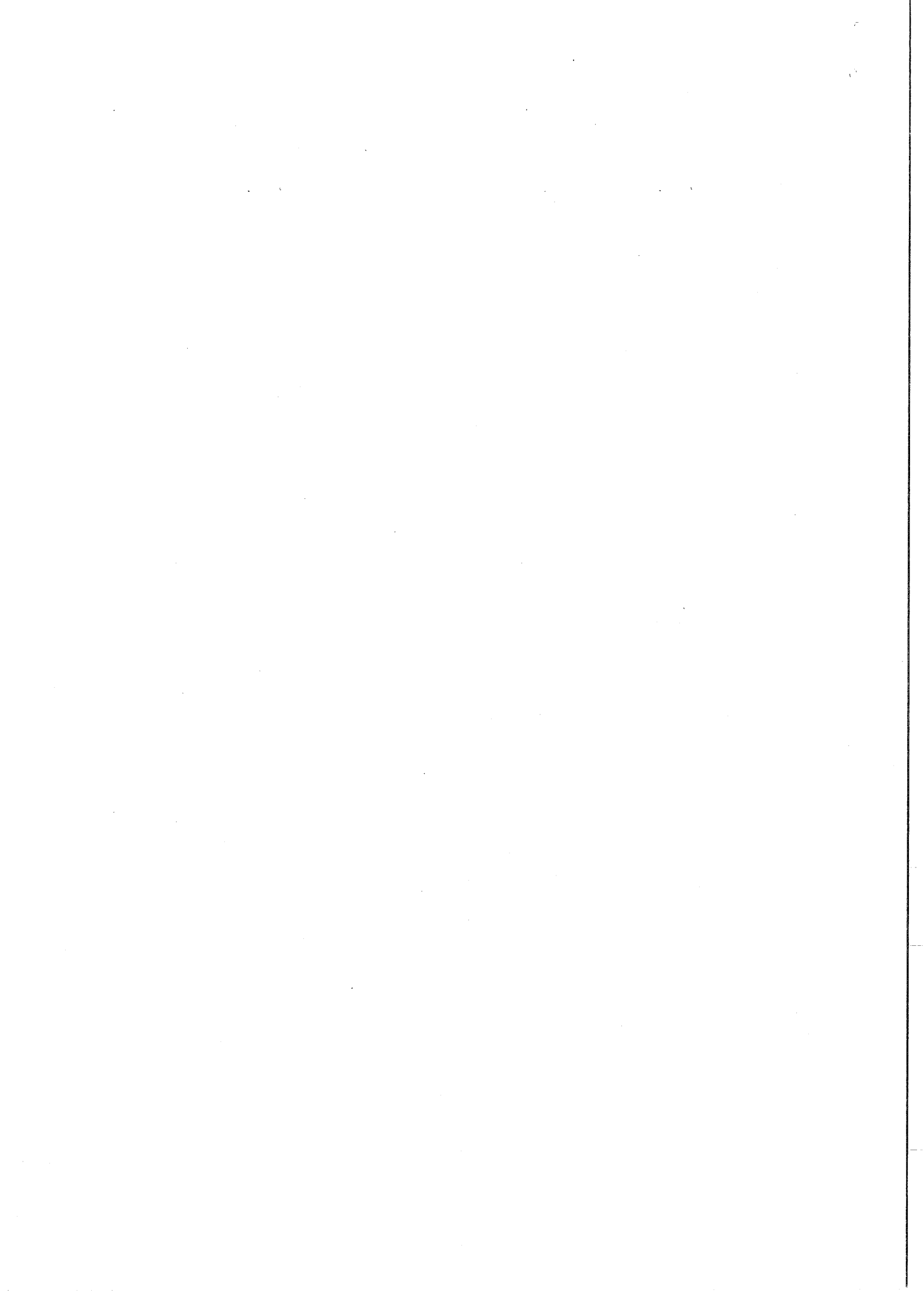
2. In light of above OM, the timeline relating to APAR for the Reporting year 2025-26 has been revised in respect of ICAS cadre as per the ibid OM annexed herewith.
3. All the ICAS officers are requested to adhere to the extended time schedule/target dates prescribed by Department of Personnel & Training for completion of APAR for the Reporting year 2025-26.


(O. Geetha Lakshmi Nayar)
Sr. Accounts Officer
HR-I section

To

All ICAS Officers

Copy to: The Sr. AO (ITD) for uploading on CGA's website



F. No. 21011/09/2026-PP (A.II)
Department of Personnel and Training
(Personnel Policy A-II)

Kartavya Bhawan-3
New Delhi, Dated the 13th May, 2026

OFFICE MEMORANDUM

Subject: Extension of timelines for completion of Annual Performance Assessment Report (APAR) for the Reporting Year 2025-26 in respect of Central Civil Services - reg.

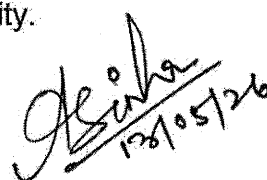
The undersigned is directed to refer to this Department's OM No. 21011/10/2025 PP (A.II) dated 09.04.2025 on the subject, "**Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services**" (copy enclosed).

2. It has been reported that difficulties are being faced by various officers in adhering to the timelines stipulated in the aforementioned OM in view of their active engagement in elections to State Legislatures held recently.

3. The matter has been considered in this Department and it has been decided, as a one-time measure, to **extend the timelines relating to APAR for the Reporting Year 2025-26 in respect of Central Civil Services**, in relaxation of OM No. 21011/10/2025-PP (A.II) dated 09.04.2025. Accordingly, the **revised timelines are attached herewith [vide Annexure]**.

4. This issues with the approval of the Competent Authority.

Encl. As above



(Ajay Kumar Sinha)

Under Secretary to the Govt. of India
Tele. No.: 011-24010434

/To,

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

Copy to:

1. AIS Division, DoPT, Kartavya Bhavan-3, New Delhi
2. Training Division, DoPT, Old JNU, New Delhi
3. NIC, for uploading in DoPT website

Annexure**Extended time schedule for completion of Annual Performance Assessment Report for the Reporting Year 2025-26.**

Sl. No.	Activity	Date by which to be completed	Auto forward
1.	Distribution of blank APAR forms to all concerned (i.e., 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).	1 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th June	16 th June
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	31 st July	01 st August
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided.	31 st August	01 st September
5.	Appraisal by Accepting Authority, wherever provided.	30 th September	01 st October
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 st October 15 th October	
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 st October 06 th November	
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 th December	
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st December	