



No.CWC/IV-CRC/e-APAR/2019-20/

Dated: 20.05.2020

CIRCULAR

Sub:- Extension of timeline to complete APAR for the year 2019-20...reg

This has reference to this office circular dated 20.04.2020 regarding extension of timeline for fixation of KRA 2020-21 and completing APAR for the year 2019-20 as per prescribed timeline.

In view of the countrywide lockdown due to spread of Novel Corona Virus (COVID-19), with the approval of Competent Authority, it has been decided to give an extension to respective authorities for concluding the ongoing Appraisal process pertaining to the Year End Assessment for the year 2019-20. Accordingly, schedule of revised target dates are as following:

| Authority Concerned | Assessment for the period 2019-20 | |
|---|-----------------------------------|---------------------|
| | Window opening date | Window closing date |
| For Appraisee | 21.05.2020 | 26.05.2020 |
| Approval by Appraiser | 21.05.2020 | 30.05.2020 |
| Reviewer | 21.05.2020 | 04.06.2020 |
| Accepting/ Countersigning Authority | 21.05.2020 | 13.06.2020 |

Accordingly, all concerned officials are requested to ensure that above timelines are followed scrupulously and take necessary actions at their end well in advance to avoid last minute rush/server busy issue. This relaxation is a one-time measure only for the APAR year 2019-20.

(Debapati Saha Chowdhury)
AGM (Pers.)

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