

**Urgent**

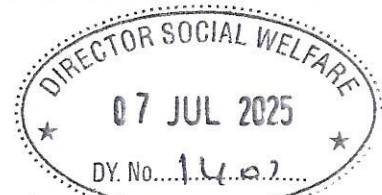
**Government of National Capital Territory of Delhi**  
Services Department- Branch-I  
B-Wing: 5th Level: Delhi Secretariat  
I.P. Estate: New Delhi

No.F.1/6/2020/S.IV/CC/2352-2355

Dated: 07/07/2025

To

All Addl. Chief Secretaries/Principal Secretaries/  
Secretaries/Heads of Departments/  
Local & Autonomous Bodies,  
Govt. of NCT of Delhi  
Delhi/ New Delhi.



Sub: Extension of timelines for recording of PAR for the year 2024-25 in respect of AIS officers by Reporting/Reviewing/Accepting Authorities-reg.

Sir,

I am directed to forward herewith copy of DoP&T letter No. 11059/04/2025-AIS-III dated 30.06.2025, on the aforesaid subject.

The DoP&T vide its letter dated 16.05.2025 regarding extension of timelines for recording of PARs for the year 2024-25. In this regard, it has been decided with the approval of the Competent Authority to further extend the timelines for recording PAR for the year 2024-25 by 15 days. In relaxation of rule 5(1) read with Schedule 2 of AIS (PAR) Rules, and 7A so as to give sufficient time to each authority as per details given below:-

Activity	Cut off dates		
	Existing	Revised	Further Revised
Self-Appraisal for current Year	31 <sup>st</sup> May, 2025	30 <sup>th</sup> June, 2025	15 <sup>th</sup> July, 2025
Appraisal by Reporting Authority	31 <sup>st</sup> July, 2025	31 <sup>st</sup> Aug, 2025	15 <sup>th</sup> Sept, 2025
Appraisal by Reviewing Authority	30 <sup>th</sup> Sept, 2025	31 <sup>st</sup> Oct, 2025	15 <sup>th</sup> Nov, 2025
Appraisal by Accepting Authority	31 <sup>st</sup> Dec, 2025	31 <sup>st</sup> Dec, 2025	31 <sup>st</sup> Dec, 2025

In view of the above, it is requested, to circulate the above instructions among all IAS officers presently working under your administrative control for their information and necessary action in the matter.

The aforesaid relaxation has been accorded as a one-time measure only.

Encl. as above



Yours faithfully,

(Bhairab Dutt)  
Deputy Secretary (Services)

Dated: 07/07/2025

Copy for information to the:

1. Secretary to Chief Minister (Delhi), Govt. of NCT of Delhi
2. Staff Officer to Chief Secretary (Delhi), Govt. of NCT of Delhi
3. Section Officer (Coordination), Service Department, GNCT of Delhi, with the request to upload this information on the website of Services Department.

(Bhairab Dutt)  
Deputy Secretary (Services)

All Branch

uploading content  
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54/CC  
11/04/25

Pl. Circulate

AA (Pandey's)

10/07