

Immediate

No. 21011/02/2015-Estt.A-II (Part.II)  
Government of India  
Ministry of Personnel, P. G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-110001  
Dated the 21 May, 2018

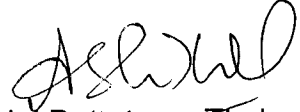
Office Memorandum

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Online Window) for all Organised Group 'A' Services – Extension of timelines for completion of APAR for the year 2017-18.

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The undersigned is directed to invite a reference to this Department O.M. of even number dated 16<sup>th</sup> April, 2018 on the above subject.

2. As some of the Cadre Controlling Authorities of Organised Group 'A' Services are facing practical difficulties in getting the self-appraisal of the officers under their cadre on SPARROW web portal due to technical problems, it has been decided that the target dates prescribed in this Department O.M. No.21011/1/2005-Estt.(A) (Part II) dated 23<sup>rd</sup> July, 2009 be further relaxed as one time measure only for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for the year 2017-18 through SPARROW web portal. The revised target dates for recording of APAR online for the year 2017-18 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2017-18 after 31.12.2018. Where the reporting, reviewing and accepting authority fail to record their comments within the time frame, the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self-assessment within the stipulated time.

3. This has the approval of Secretary, DoPT.

  
(Ashwini Dattatraya Thakre)  
Deputy Secretary to the Government of India

To  
All Cadre Controlling Authorities of  
Organised Group 'A' Services (As per list attached)

Copy to: All Ministries and Departments of the Government of India.

Copy also to:

1. E.O. Division, DoPT, North Block, New Delhi.
- ✓ 2. NIC Unit, DoPT, North Block, New Delhi for uploading in DoPT website.

Annexure to DoPT OM No.21011/02/2015-Estt.A-II(Part-II) dated 21 May, 2018

Time schedule for generation and recording of APAR for the year 2017-18 through SPARROW web portal.

S. No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer	31 <sup>st</sup> July, 2018
2	Forwarding of report by reporting officer to reviewing officer	16 <sup>th</sup> August, 2018
3	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 <sup>st</sup> August, 2018
4	Appraisal by accepting authority, wherever provided	15 <sup>th</sup> September, 2018
5	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 <sup>th</sup> September, 2018
	(ii) Disclosure of APAR to the Officer reported upon where there is accepting authority	25 <sup>th</sup> September, 2018
6	Receipt of representation, if any, on APAR	15 days from the date of communication
7	Forwarding of representation to the competent authority	
	(i) Where there is no accepting authority for APAR	30 <sup>th</sup> September, 2018
	(ii) Where there is accepting authority for APAR	31 <sup>st</sup> October, 2018
8	Disposal of representation by the Competent authority	Within one month of the date of receipt of representation by the competent authority
9	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
10	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> December, 2018.