

No. 12021/2/2020-SSS
Government of India
Ministry of Statistics & Programme Implementation
(Subordinate Statistical Service Division)

Room No. 528, Sardar Patel Bhawan
Sansad Marg, New Delhi-110001
Dated 12th June 2020

OFFICE MEMORANDUM

Subject:-Online recording of APAR in SPARROW for Subordinate Statistical Service Officers for the year 2019-20 - reg.

Reference is invited to this Division's O.M. of even No. dated 17.04.2020 (copy enclosed) whereby timelines for recording of online APAR through SPARROW in respect of SSS Officers was extended in light of DOPT O.M. dated 30th March 2020.

2. Owing to situation arising out of the lockdown due to spread of COVID 19, DOPT vide O.M. dated 11th June 2020 (copy enclosed) has further extended stipulated time lines for distribution/online generation, recording and completion of entire APAR process for the year 2019-20, as a one-time measure.

3. Accordingly, participating Ministries/Departments/Organizations are requested to generate the APARs of SSS Officers latest by 31st July 2020 or earlier so that the subsequent activities related to APAR (self assessment, reporting, reviewing and closing) for the period 2019-20 may be completed as per the time schedule mentioned in the aforesaid OM of DOP&T.

4. The website enabling online recording of APARs for SSS is accessible through <https://sparrow-sss.eoffice.gov.in> In case of any query regarding SPARROW, the contact detail of NIC Officials are as follows:-

Helpdesk No.:**1800111555**
E-mail: **support-sparrow@nic.in**

5. For any further assistance, Officer mentioned below may be contacted along with the complete details of assistance required:

Sh. Manish Sharma
Senior Statistical Officer
SSS Div., MoSPI,
Sardar Patel Bhavan, Sansad Marg, Delhi-110001
Tel. No: 011-23746511
Email ID: manish.s@nic.in
Copy to: dir-sss- mospi@nic.in

Encl: As above

Signature Not Verified
Digitally signed by Amresh
Bahadur Pal
Date: 2020.06.12 12:27:43 IST

(Amresh Bahadur Pal)
Deputy Director

Copy via email for information and necessary action to:

- i. All Participating Ministries/Departments/Organisations of SSS;
- ii. Deputy Secretary (Admn. I /Admn. II), MoSPI;
- iii. DDG (Admn.), NSO (FOD) Hqrs. New Delhi, with a request to circulate O.M. to all ZO's/RO's/SRO's and make sure timely implementation of SPARROW in NSO (FOD)
- iv. Director DIID, MoSPI, with a request to upload it on the website of this Ministry under the head 'APAR Circulars'

Copy also to:

- i. Sr. PPS to Secretary, MoSPI
- ii. PA/PS to DDG (Admn.), MoSPI
- iii. PA/PS to Director (APAR) (SSS), MoSPI

No.21011/02/2015-Est(A-II)-Part II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
11th June 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officer of Central Civil Services for the year 2019-2020.

The undersigned is directed to invite attention to this Department's O.M. of even number dated 30.03.2020 on the above subject, extending the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lockdown due to spread of corona virus.

2. In view of prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in Annexure.

3. The extended timelines for the APAR year 2019-20 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed vide O.M. of even number dated 22.05.2020 delinking recording and completion of APAR for the year 2019-20 from the conduct of Annual Medical Examination and thereafter submission of summary of Medical Report by 31.12.2020, shall continue.


(Kabindra Joshi)
Director
Tel:23093180

All Ministries/Departments/Cadre Controlling authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC, DoP&T – for uploading on DoP&T Website

Annexure

Time schedule for recording and completion of APAR for the year 2019-2020 for Group 'A', 'B' and 'C' officers of Central Civil Services

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms/ online generation of APAR	By 31 st July 2020 or earlier
2.	Submission of Self- appraisal to reporting officer	31 st August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30 th September 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 th November, 2020
5.	Appraisal by Accepting Authority, wherever provided	31 st December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	31 st December, 2020 15 th January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
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	 31 st January, 2021 15 th February, 2021
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	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
11.	End of entire APAR process, after which APAR will be finally taken on record	31 st March, 2021

Government of India
Ministry of Statistics & Programme Implementation
Subordinate Statistical Service Division

Room No. 528, Sardar Patel Bhawan
Sansad Marg, New Delhi-110001

Dated 17th April 2020

OFFICE MEMORANDUM

Subject:- Online recording of APAR in SPARROW for Subordinate Statistical Service Officers for the year 2019-20 - reg.

Kind reference is invited to this Ministry O.M. No. 12021/1/2016-SSS dated 27.06.2017 whereby recording of online APAR through SPARROW has become mandatory for all SSS Officers.

2. Owing to situation arising out of the unprecedented lockdown due to spread of COVID 19, DOPT vide its O.M. dated 30th March 2020 (copy enclosed) has revised stipulated time lines for distribution/online generation, recording and completion of entire APAR process for the year 2019-20, as a one time measure.

3. Accordingly, participating Ministeries/Departments/Organizations are requested to generate the APARs of SSS Officers latest by 31st May 2020 (may be completed even a week earlier) so that the subsequent activity related to APAR (self assessment, reporting, reviewing and closing) may be completed as per the time schedule of DOP&T.

4. The website enabling online recording of APARs for SSS is accessible through <https://sparrow-sss.eoffice.gov.in> In case of any query regarding SPARROW, the contact detail of NIC Officials are as follows:-

Helpdesk No. : **1800111555**

E-mail : **support-sparrow@nic.in**

5. For any further query, an email may be sent to us at **dir-sss-mospi@nic.in** with complete details of the problem being faced or the following officer may be contacted from SSS Division:-

Name: Sh. Manish Sharma, Senior Statistical Officer
Tel No. 011-23746511

Encl: As above

Signature Not Verified
Digitally signed by Amresh
Bahadur Pal
Date: 2020.04.17 15:16:57 IST

(Amresh Bahadur Pal)
Deputy Director

Copy via email for information and necessary action to:

- (a) All Participating Ministries/Departments/Organisations of SSS;
- (b) US (Admn. I) and US (Admn.II), MoSPI;
- (c) DDG (Admn.) NSO (FOD) Hqrs. New Delhi with a request to circulate O.M. to all ZO's/RO's/SRO's and make sure timely implementation of SPARROW in NSO (FOD)
- (d) Director DIID, MoSPI with a request to upload it on the website of this Ministry under the head 'APAR circulars'.

Copy also to:

- (a) Sr. PPS to Secretary, MoSPI;
- (b) PA/PS to DDG (Admn.), MoSPI;
- (c) PA/PS to Director (APAR), MoSPI.

No.21011/02/2015-Est(A-II)-Part II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

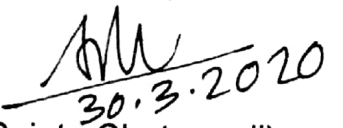
North Block, New Delhi
30th March 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-2020.

In continuation of this Department's O.M. No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020 extending the timeline for distribution of blank APAR forms and completion of self-appraisal for Group 'A' officers of Central Civil Services owing to situation arising out of the lockdown due to spread of corona virus, it has been decided, with the approval of the competent authority, that the revised target dates for distribution/online generation, recording and completion of entire APAR process for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services shall be as specified in the Annexure. This relaxation is a one-time measure **only** for the APAR year 2019-20, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2019-20 after 31.12.2020. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.

2. It has further been decided that for the APAR year 2019-20, the extended timelines specified in the Annexure **shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020**. They shall be allowed to record their remarks till the respective extended cut-off dates.


30.3.2020
(Sujata Chaturvedi)
Additional Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India
Copy to :

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT Website.

**Time schedule for recording and completion of APAR for the year 2019-2020
for Group 'A', 'B' and 'C' officers of Central Civil Services.**

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms	31st May 2020 (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	30th June 2020
3.	Forwarding of report by reporting officer to reviewing officer	31st July 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority(wherever provided)	31st August 2020
5.	Appraisal by Accepting Authority, wherever provided	30th September 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10th September 2020 10th October 2020
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
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	30th September 2020 31st October 2020
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	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
11.	End of entire APAR process, after which APAR will be finally taken on record	31st Dec 2020