

No. A- 12011/01/2014- APAR (P)  
Government of India  
Ministry of Statistics & Programme Implementation  
[APAR Section]

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Sardar Patel Bhawan, Sansad marg,  
New Delhi 110001, dated: 15/11/2016

17

OFFICE MEMORANDUM

Subject: - Preparation and maintenance of Annual Performance Assessment Report (APAR).

Reference is invited to DoPT D.O. No. 02/09/2015- EO (ACC) dated 05.05.2015 (copy enclosed) on the above mentioned subject. In accordance to which:

“ if an APAR for a financial year is not recorded by 31<sup>st</sup> December of the year in which the financial year ended, no remarks may be recorded hereafter and the officer may be recorded on the basis of the overall record and self assessment for the year, if he has submitted his self assessment in time.”

The above instructions shall be applicable in respect of the APARs of the officers of all Central Civil Services.

Accordingly all concerned officers are requested to strictly adhere to the instruction mentioned above.

This issues with the approval of Competent Authority.

  
(Sudha Meena)

Under Secretary to the Government of India

- DDG on leave  
Kantish Patil
- DDG (SLB) Jhan
1. All participating Ministries/Departments with the request to bring these instructions to the notice of all the concerned officers.
  2. DG,CSO,MoSPI.
  3. DG, NSSO, MoSPI.
  4. ADG,NSSO (FOD)
  5. All DDGs of MoSPI

Dy. No. 4571 / DDG (CC)  
Date: 17.11.16 / 17.11.16  
17/11/16



No.2/9/2015-EO(ACC)  
भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

Dated: May 18, 2015

To  
Cadre Controlling Authorities  
(as per the enclosed list)

Dear Sir/Madam,

I wish to bring to your kind attention the direction of ACC for inclusion of a specific provision in the relevant rules of Central Civil Services that APAR not completed by 31<sup>st</sup> December of the year would be treated as time barred. The details are as follow:

2. The ACC while considering a proposal for appointment of CMD in a PSU has observed that non-adherence to stipulated time lines in finalising APARs is a recurrent problem in all Sectors of the Government. Sometimes, it is the assesses who do not submit their self appraisals in time and sometimes the delay is due to Reporting/Reviewing/Accepting Authorities not adhering to the time-lines. Often cases of undated appraisal/comments are noticed and possibility of back dating can also not be ruled out.

3. With a view to address the above issues, the ACC has directed the Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all Cadre Controlling Authorities (for Central Civil Services in respect of cadres controlled by them) to include the following provision in the relevant rules governing the APARs of the Service:

*" if an APAR for a Financial Year is not recorded by 31<sup>st</sup> December of the year in which the financial year ended, no remarks may be recorded thereafter and 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 in time".*

4. It is suggested that the DPE, DFS and other Cadre Controlling Authorities may also introduce on-line filing of APAR. DOPT had launched on-line application christened as SPARROW w.e.f. 1<sup>st</sup> April, 2014 to enable the IAS officers to file their PARs online. The SPARROW can be tweaked/modified by the SPARROW team of NIC as per the specific requirements of the Services. In this regard, you may kindly refer to my earlier letter dated 21.04.2015(copy enclosed) indicating the advantages accrued from the implementation of on-line filing in respect of IAS officers and steps required to be taken for rolling out the on-line system to other Services.

5. The Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all cadre controlling authorities (for Central Civil Services in respect of cadres controlled by them) are, therefore, requested to comply with the directions of the ACC and also take steps as outlined in the para 5 of the enclosed letter for rolling out the online system.

6. An action taken report on para 3 and 4 above may be sent to this Department urgently for apprising the ACC accordingly.

Yours sincerely  
  
(Rajiv Kumar)  
Establishment Officer



सूचना  
का अधिकार

<http://persmin.gov.in>

6. Director (HOD); NSSO (DPD)/ Director (HOD), NSSO (SDRD)/Director (CPD).
7. Director & HOD, MoSPI, New Delhi.
8. Director (ISS)/JD (SSS).
9. DDG Computer Centre for placing on the website of the Ministry.
10. US (Admn.I)/US (Admn.II)/ US (Admn.III)/ US (Admn.IV)/General /C & A Section, MOSPI, New Delhi.
11. All SO's of MoSPI.
12. Master Set 2015.
13. Notice Board.
14. AD (OL), MoSPI, New Delhi for Hindi Version.

Copy to:-

1. PS to Hon'ble Minister, MoSPI, New Delhi.
2. PPS to Secretary ( S &PI), New Delhi.
3. PPS to JS, MoSPI.