

Government of India
Ministry of Statistics and Programme Implementation
(APAR Section)

Sardar Patel Bhavan,
Sansad Marg, New Delhi
Dated: 27.08.2018

OFFICE MEMORANDUM

Subject: Online reporting of APAR in SPARROW for officers of Indian Statistical Service (ISS) -regarding

The Undersigned is directed to invite a reference to DoPT O.M. 21011/1/2015-Estt. (A-II) (Part-III) dated 21.05.2018 (copy enclosed) and this Ministry O.M. of even number dated 30.05.2018 (copy enclosed) regarding time schedule for filling of APAR. According to the above mentioned O.M. **last date of reviewing of APAR for ISS officers for period 2017-18 is 31st Aug, 2018.**

2. In this regard it is mentioned that 120 APARs are still pending at the level of Reviewing officer.

3. Accordingly, all the concerned ISS officers are requested to pursue the matter with their Reviewing officer so that process of APAR for the period 2017-18 will be completed as per timeline prescribed by DoPT.

Ashish
27/8/18
(Dr. Ashish Saxena)
Deputy Director
011-23364008
apar-mospi@nic.in

To,

- 1.All concerned officers
- 2.All the participating Ministries/Department/Organizations.
- 3.Director General/Additional Director General of MoSPI as per standard list.
- 4.Deputy Director General, P.I. Wing, MoSPI.
- 5.Director (HOD).
- 6.Director, DSDD, MoSPI for placing on the website of the Ministry.
- 7.AD (OL), MoSPI, New Delhi for Hindi Version.

Copy to:

1. PPS to Secretary
2. PPS to Additional Secretary
3. PPS to Joint Secretary

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

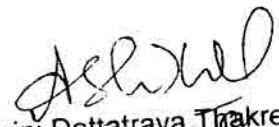
Office Memorandum

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 16th 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 23rd 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 st July, 2018
2	Forwarding of report by reporting officer to reviewing officer	16 th August, 2018
3	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 st August, 2018
4	Appraisal by accepting authority, wherever provided	15 th September, 2018
5	(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	10 th September, 2018 25 th 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 (ii) Where there is accepting authority for APAR	30 th September, 2018 31 st 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 st December, 2018.

F.No.A-12021/1/2016-ISS
Government of India
Ministry of Statistics & Programme Implementation
(APAR Section)

528,S.P. Bhavan,
Sansad Marg, New Delhi,
Dated: 30.05.2018

OFFICE MEMORANDUM

Subject: Online reporting of APAR in SPARROW for officers of Indian Statistical Service (ISS) - regarding

Reference is invited to DoPT O.M. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 (copy enclosed) regarding time schedule for filling of APAR and O.M. 21011/2/2015-Estt (A-II) dated 16.04.2018(copy enclosed) regarding extension of filling up of self appraisal for all group 'A' services for the year 2017-18.

Recently, DoPT vide O.M. No. 21011/2/2015-Estt.(A-II) (Part.II) dated 21.05.2018 (copy enclosed) has further relaxed timelines for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for all Group 'A' Services for the year **2017-18** through SPARROW web portal as one time measure only.

Accordingly, all the ISS officers are requested to complete their self appraisal through SPARROW as per time schedule prescribed by DoPT.

Ashish
30/5/18
(Dr. Ashish Saxena)
Deputy Director
011-23364008
apar-mospi@gov.in

To,

1. All concerned Officers
2. All the participating Ministries/ Department/ Organisations.