

F. No. 11059/01/2019-AIS-III  
Ministry of Personnel, PG and Pensions  
Department of Personnel & Training

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North Block, New Delhi-110001

Dated the 26<sup>th</sup> June, 2019

To,

The Chief Secretaries of States / UTs

Subject: Instructions for the cases where the reporting / reviewing / accepting authority demits office or retires before the due dates prescribed for the PAR year 2018-19 for all AIS officers, vide DOPT's letter dated 26.4.2019-reg.

I am directed to refer to the subject noted above and to state that vide letter dated 26.04.19 (copy enclosed), this Department, had extended the cut off dates prescribed for online generation, filing of self-appraisal, reporting, reviewing and acceptance of PAR for the year 2018-19 through SPARROW portal for all levels of AIS officers, in relaxation of Rule 4A(1) of AIS(PAR)Rules.

2. Vide para 3 of the letter dated 26.04.2019, it was stated that instructions for cases, where the reporting / reviewing / accepting authority demits office or retires before the due date, as amended, shall be issued separately.

3. In view of the timelines for writing PARs having been extended in relaxation of Rule 4A(1) of AIS(PAR)Rules, the corresponding restrictions under Rule 7A of the said Rules, on the duration within which a reporting / reviewing/accepting authority who has demitted office or retired from service may record their remarks, have also accordingly been considered to be modified appropriately for the PAR year 2018-19.

4. Therefore, it has been decided that in relaxation of Rule 7A of the said rules, the timelines specified in the modified schedule for the PAR year 2018-19, circulated vide letter dated 26.04.2019, shall apply to the reporting / reviewing / accepting authorities who demit office or retire from service prior to the respective cut off dates and they shall be allowed to record their remarks till the respective cut off dates.

5. However, for the authorities demitting office or retiring in September, 2019 or thereafter, the Rule 7A read with 2<sup>nd</sup> proviso to Rule 5(1) of AIS(PAR)Rules shall continue to be applicable.

Encl: as stated.

  
(Vasanthi V Babu)  
20/6/19

Under Secretary to the Government of India  
Tele: 011-23094714

- Copy to :- (1) All Ministries /Departments of Government of India  
(2) Ministry of Home Affairs, being Cadre Controlling Authority for IPS  
(3) Ministry of Environment, Forest & Climate Change, being Cadre Controlling Authority for IFoS  
(4) EO(PR) Section, DOPT - for information and necessary action  
(5) NIC, DOPT - for uploading on DOPT's website

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Ministry of Personnel, PG and Pensions  
Department of Personnel & Training  
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North Block, New Delhi-110001  
Dated, the 26<sup>th</sup> April 2019

To,

The Chief Secretaries of States / UTs

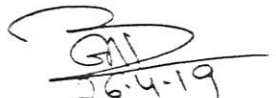
Subject: Relaxation and extension of timelines for recording of PAR for the year 2018-19 electronically in respect of AIS officers on account of their engagement on duty in connection with the ongoing General Elections - reg.

I am directed to refer to the subject noted above and state that due to ongoing General Elections to the Lok Sabha, a large number of AIS officers are engaged on duty for conduct of the said elections. It is understood there would be practical difficulties in recording of PAR online as per the target dates prescribed under AIS (PAR) Rules, 2007, through SPARROW platform, for officers engaged for election duty.

2. Accordingly, the matter has been examined in this Department and it has been decided with the approval of competent authority to relax Rule 4A(1) of AIS (PAR) Rules, 2007, as a one-time measure to the extent that the target dates prescribed for online generation, filing up of self-appraisal, reporting, reviewing and acceptance of PAR for the year 2018-19 through SPARROW portal for all levels of AIS officers be modified as per Annexure herewith.

3. Further, instructions for cases where the reporting / reviewing / accepting authority demits office or retires before the due date as amended herewith shall be issued separately.

Encl: as stated.

  
26-4-19  
(Jyotsna Gupta)

Under Secretary to the Government of India  
Tele: 011-23094714

- Copy to :- (1) All Ministries / Departments of Government of India  
(2) Ministry of Home Affairs, being Cadre Controlling Authority for IPS  
(3) Ministry of Environment, Forest & Climate Change, being Cadre Controlling Authority for IFoS  
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[Reference F.No. 11059/01/2019-AIS-III dated 26<sup>th</sup> April, 2019]Revised timelines for recording PAR at all stages for all level of AIS officers

(for the year 2018-19)

Activity	Cut-off dates
Submission of Self Appraisal to the Reporting officer by the officer reported upon	30 <sup>th</sup> June
Appraisal by reporting authority	31 <sup>st</sup> July
Appraisal by reviewing authority	31 <sup>st</sup> August
Appraisal by accepting authority	30 <sup>th</sup> September
Disclosure to the officer reported upon	15 <sup>th</sup> October
Comments of the officer reported upon, if any, on disclosure of PAR	31 <sup>st</sup> October
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 <sup>th</sup> November
Comments of reporting authority	30 <sup>th</sup> November
Comments of reviewing authority	15 <sup>th</sup> December
Comments of accepting authority/PAR to be finalized and disclosed to him	31 <sup>st</sup> December
Representation to the Referral Board by the officer reported upon	15 <sup>th</sup> January
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31 <sup>st</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28 <sup>th</sup> February
Disclosure to the officer reported upon	15 <sup>th</sup> March
End of entire PAR Process	31 <sup>st</sup> March

*[Signature]*  
26.4.19