

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

North Block, New Delhi – 110001

Dated the 13<sup>th</sup> June 2017

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recoding Window) for all Organised Group 'A' services – Extension of timelines for completion of APAR for the year 2016-17.

As all the Cadre Controlling Authorities of Organised Group 'A' Services are aware that it has been decided to implement online generation and recording of Annual Performance Assessment Report (APAR) of officers under their cadre from the reporting year 2016-17, through SPARROW platform.

2. Some of the Cadre Controlling Authorities have intimated practical difficulties in switching over from manual to online mode of recording of APARs. In view of this, the cadre authorities have expressed apprehensions that target dates prescribed in DoPT O.M.No.21011/02/2009-Estt.(A) dated 23<sup>rd</sup> July, 2009 may not be met and have requested for extension of timelines.

3. The matter has been examined in this Department and it has been decided that the target dates prescribed in O.M. dated 23<sup>rd</sup> July, 2009 be relaxed as one time measure **only** for online generation, filling up self-appraisal, reporting, reviewing and acceptance of APAR for the year 2016-17 through SPARROW portal. The revised target dates for recording of APAR online for the year 2016-17 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2016-17 after 31.12.2017. Where the reporting, reviewing and the 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 stipulated time.

4. This has the approval of Secretary, DoPT.

  
(N. Sriraman)  
Director(E-II)

To

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

Copy to: All Ministries and Department.

Copy also to:

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

Annexure

Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 13<sup>th</sup> June 2017

Time schedule for generation and recording of APAR for the year 2016-17 through SPARROW web portal.

S.No.	Activity	Date by which to be completed
1	Submission of self-appraisal to the reporting officer.	31 <sup>st</sup> July, 2017
3.	Forwarding of report by reporting officer to reviewing officer	16 <sup>th</sup> August, 2017
4.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 <sup>st</sup> August, 2017
5.	Appraisal by accepting authority, wherever provided	15 <sup>th</sup> September, 2017
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	10 <sup>th</sup> September, 2017  25 <sup>th</sup> September, 2017
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
8.	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 <sup>th</sup> September, 2017  31 <sup>st</sup> October, 2017
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 the APAR will be finally taken on record	31 <sup>st</sup> December 2017

