

(भारत सरकार)

Ministry of Agriculture and Farmers' Welfare

(कृषि एवं किसान कल्याण मंत्रालय)

Department of Animal Husbandry and Dairying

(पशुपालन एवं डेयरी विभाग)

Krishi Bhawan, New Delhi

Dated /1.03.2019

OFFICE MEMORANDUM

Sub: Timely Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW System for officers of Indian Statistical Service (ISS) and Subordinate Statistical Services (SSS) Officers for year 2018-2019.

The undersigned is directed to refer to Ministry of Statistics and Programme Implementation dated 27.02.2019 (Copy enclosed) whereby instructions have been issued to all the officers/staff of this Department for adherence of following time-schedule for completion of APAR:-

| | |
|--|------------------------------|
| Submission of Self-Appraisal to reporting officer by officer to be reported upon (where applicable). | 15 th April, 2019 |
| Submission of report by reporting officer to reviewing officer. | 30 th June, 2019 |
| Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided. | 31 st July, 2019 |

2. It is informed that in case the APAR is not initiated by the Reporting Officer for any reason beyond 30th June, 2019 of this year, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APAR held by him for reporting to the Reviewing Officer on next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APARs beyond 31st July, 2019 of the year in which the financial year ended.

3. Ministry of Statistics and Programme Implementation has also stipulated that in case the remarks of Reporting Officer or Reviewing Officer, as the case may be, have not been entered in the APAR due to the concerned officer forfeiting his right to make any entry in the APAR, a certificate to this effect shall be added in his APAR for the relevant period.

4. It may please be noted that APAR is a crucial component to assess the performance in determining future career advancement of officials. Non-availability of APAR may affect the promotional avenues/financial upgradation of the concerned officials. Hence, all the authorities concerned are requested to strictly adhere to the time limits and guidelines of Ministry of Statistics and Programme Implementation.

Encl: as stated.



(Deepak Sethi)

Under Secretary to the Government of India

Tel No: 23097051

1. All concerned officers of ISS and SSS, DAHD.
2. ✓ NIC, DAHD for uploading on Department's website.