

No.5/2019/C.R. Cell

Government of India

(भारत सरकार)

Ministry of Agriculture and Farmers' Welfare

(कृषि एवं किसान कल्याण मंत्रालय)

Department of Animal Husbandry, Dairying

(पशुपालन एवं डेयरी विभाग)

Krishi Bhawan, New Delhi

Dated. 12.03.2019

OFFICE MEMORANDUM

Sub: Timely preparation and proper maintenance of APAR.

The undersigned is directed to invite attention to Department of Animal Husbandry, Dairying O.M. 5/2018/CR Cell dated 13.03.2018 wherein guidelines were issued to all the officers/staff of this Department in respect of timely initiation/completion of APARs.

2. DoP&T has observed the following:

“The Secretary in the Department/Head of Organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.”

3. It is seen that despite instructions regarding timely initiation/completion of APAR, the timelines are generally not strictly adhered to. Accordingly, software namely ‘SPARROW’ (for IAS/IFS/IES/IOFS/ISS/SSS Officers) and ‘CSSPARROW’ (for CSS officers & CSSS officers) has been introduced for online recording of APAR. However, the officers of other cadres/levels for whom online system has not been introduced, are required to submit, their APARs in hard copy/physical form.

4. All the officers/staff of this Department (including the officers covered in ‘SPARROW’ and ‘CSSPARROW’) are requested to adhere to the time schedule for 2018-2019 (printed overleaf) strictly, otherwise action could be taken in accordance with the guidelines issued by DoPT.

5. All officers /staff of this Department whose APAR is required to be recorded physically form are requested to download their APAR Performa from website of this Department and they may complete their APAR for the year 2018-2019, within the stipulated time period.



(Deepak Sethi)

Under Secretary to the Government of India

Tel: 23386099

Encl: as stated.

1. All authorities concerned and staff.
2. NIC, DAHD with request to upload the same on Department's website.

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3. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries/Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organisation in the case of attached/subordinate offices and the Joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

5. Hindi version will follow.


(C.A. Subramanian)
Director

To

All Ministries/Departments of Govt. of India

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi
- 2) Union Public Service Commission
- 3) Central Vigilance Commission, New Delhi
- 4) Central Bureau of Investigation, New Delhi.
- 5) Lok Sabha/Rajya Sabha Secretariat
- 6) All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
- 7) All officers and sections in the Ministry of Personnel, PG and Pension
- 8) NIC (DoP&T) for placing this Office Memorandum on the web-site of DoP&T
- 9) Hindi Section for Hindi version of the O.M.

