

No.5/2019/C.R. Cell
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi
Dated 01-08-2019

OFFICE MEMORANDUM

Sub: Timely Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW System for all Organized Group 'A', 'B', 'C' officers and AIS, IES, OFB officers-reg.

The undersigned is directed to refer to DOP&T's OMs number No. 21011/02/2015-Est (A-II)-Part-II, dated 18th April, 2019 and No. 11059/01/2019-AIS-III dated 26th April, 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).	30 th June, 2019
Submission of report by reporting officer to reviewing officer.	31 st July, 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 Aug, 2019

2. It is informed that in case the APAR is not initiated by the Reporting Officer for any reason beyond 31st July 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 August of the year in which the financial year ended.**

4. DoP&T 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.

5. 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 DoP&T.

Encl: as stated.



(Deepak Sethi)

Under Secretary to the Government of India

Tel No: 23097051.

1. All concerned Group 'A', 'B', 'C' officers of this Department.
2. PS to all Joint Secretaries Department of AHD & Fisheries.
3. Sr. PPS to Secretary (AHD & Fisheries).
4. PS to Hon'ble Minister of Fisheries, Animal Husbandry and Dairying.
5. NIC, DAHD with request to upload the same on Department's Website.

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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 18th April 2019

संयुक्त प्रशासन विभाग (DoPT)
डा. सं./Dy. No. 951

दिनांक/Date 23.4.19

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recoding Window) of Group 'A', 'B' and 'C' officers– Extension of timelines for completion of APAR online for the year 2018-19.

The undersigned is directed to say that a large number of officers of the Central Government Ministries/Departments have been deputed for election duty in the General Election to the Lok Sabha, 2019. It is understood there would be practical difficulties in recording of APAR online as per the target dates prescribed in DoPT O.M.No.21011/01/2005-Estt.(A)(Pt.II) dated 23rd July, 2009, through SPARROW platform, for officers deputed for election duty.

2. The matter has been examined in this Department and it has been decided with the approval of competent authority that the target dates prescribed in O.M. dated 23rd July, 2009 be relaxed as one time measure only for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for the year 2018-19 through SPARROW portal for all Group 'A', 'B' and 'C' officers. The revised target dates for online recording and completion of entire APAR process for the year 2018-19 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2018-19 after 31.12.2019. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.

Jamani

18/04/2019

(Jayashree Chellamani)

Under Secretary to the Government of India

All Ministries /Departments/ Cadre Controlling Authorities of the Government of India.

Copy to:

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

Do Animal Husbandry, D & F.

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Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 18th April, 2019

Time schedule for generation and recording of APAR for the year 2018-19 online through SPARROW web portal for Group 'A', 'B' and 'C' officers

S.No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer.	30 th June, 2019 ✓
2.	Forwarding of report by reporting officer to reviewing officer	31 st July, 2019 ✓
3.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 st August, 2019 ✓
4.	Appraisal by accepting authority, wherever provided	15 th September, 2019
5.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 th September, 2019
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	25 th September, 2019
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the competent authority	
	(iii) where there is no accepting authority for APAR	30 th September, 2019
	(iv) Where there is accepting authority for APAR	31 st October, 2019
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 2019

Jana
18/04/2019

