

F.No.22/15/2018-CS.I(APAR)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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2<sup>nd</sup> Floor, A-Wing, Lok Nayak Bhawan  
New Delhi, dated; the 28 May, 2019.

**OFFICE MEMORANDUM**

**Subject:** Introduction of 'SPARROW' for all the cadre of CSS, CSSS & CSCS- extension of timelines for completion of APAR online on 'SPARROW' portal for the year 2018-19.

The undersigned is directed to refer to the subject mentioned above and to say that a large number of officers including those belonging to CSS, CSSS and CSCS cadres have been deputed for election duty in the General Election to the Lok Sabha, 2019. Keeping in view the practical difficulties in recording of APAR **online** as per the target dates as prescribed in this Department's O.M. No.21011/1/2005-Estt.(A)(Pt.II) dated 23<sup>rd</sup> July, 2009, through SPARROW portal, this Department has relaxed the prescribed timelines by extending the dates for online generation upto the stage of completion of the entire process of recording APARs on SPARROW portal for all Group 'A', 'B', and 'C' officers/officials for the year 2018-19 as a **one-time** measure vide O.M. No.21011/02/2015-Estt(A-II)-Part II dated 18.04.2019. (Copy enclosed).

2. A doubt has been expressed by some quarters as to whether the Estt. Division O.M. dated 18.04.2019 as mentioned above will also be applicable in respect of officers/officials belonging to CSS/CSSS/CSCS cadres. It is clarified that timelines extended vide O.M. dated 18.04.2019 will equally be applicable to officers/officials belonging to CSS/CSSS/CSCS for completing activities on SPARROW.



(Chandra Shekhar)

Under Secretary to the Govt. of India

Tel: 011-24624046

To

All Ministry/ Department (CSS, CSSS & CSCS).

Copy to:-

1. Deputy Secretary – CS.II (Attn: Shri A.K. Saha), DoP&T, Lok Nayak Bhawan, New Delhi for information and necessary action in respect of CSSS and CSCS.
2. Under Secretary, Estt. (A.II/B.II), (Attn: Jayashree Chellamani), North Block, New Delhi for information.
3. SPARROW Team through SPARROW help-desk, DoP&T, Lok Nayak Bhawan, New Delhi to keep open the SPARROW window as per extended timelines.

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 18<sup>th</sup> April 2019

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 23<sup>rd</sup> 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 23<sup>rd</sup> 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.

  
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.

Annexure

Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 18<sup>th</sup> 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 <sup>th</sup> June, 2019                                                           |
| 2.    | Forwarding of report by reporting officer to reviewing officer                                                       | 31 <sup>st</sup> July, 2019                                                           |
| 3.    | Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided) | 31 <sup>st</sup> August, 2019                                                         |
| 4.    | Appraisal by accepting authority, wherever provided                                                                  | 15 <sup>th</sup> September, 2019                                                      |
| 5.    | (i) Disclosure of APAR to the officer reported upon where there is no accepting authority                            | 10 <sup>th</sup> September, 2019                                                      |
|       | (ii) Disclosure of APAR to the officer reported upon where there is accepting authority                              | 25 <sup>th</sup> 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 <sup>th</sup> September, 2019                                                      |
|       | (iv) Where there is accepting authority for APAR                                                                     | 31 <sup>st</sup> 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 <sup>st</sup> December 2019                                                        |

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18/04/2019