

दीप्ति उमाशंकर, भा.प्र.से.  
**DEEPTI UMASHANKAR, IAS**  
स्थापना अधिकारी एवं अपर सचिव  
ESTABLISHMENT OFFICER &  
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आज़ादी का  
अमृत महोत्सव

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC  
GRIEVANCES AND PENSIONS  
NORTH BLOCK NEW DELHI-110001

DO No. 4(2)/2022-EO(PR)

Dated, the 15<sup>th</sup> December, 2022

Dear Sir/Madam,

In terms of Rule 5, read with Rule 4A, of the AIS (PAR) Rules, a performance appraisal report (PAR) assessing the performance, character, conduct and qualities of every member of Service shall be generated/recorded electronically for each financial year as per the schedules prescribed in the general guidelines of these Rules. In case a PAR is not recorded electronically by 31<sup>st</sup> of December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self-assessment of the year, if he has submitted his self-assessment on time.

2. Further, as per Rule 7B of the Rules, all the PARs which are not recorded electronically, except in the cases covered under Rule 4A(3) of the rules, shall be treated as non-est.

3. Therefore, it is essential that the PARs pertaining to the Assessment Year 2021-22 in respect of all IAS officers are completed online as the SPARROW window will be closed after the midnight of 31<sup>st</sup> December, 2022.

4. I would, therefore, be grateful if you could kindly instruct the concerned officers for taking necessary action for completing the PARs, if any, of all the IAS officers as per the prescribed timelines.

With regards,

Yours Sincerely,

*Deepti U*

(Deepti Umashankar)

Secretaries to the Govt. of India  
(As per standard list)