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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

No. 3/4/2019-EO(PR)
Dated the 29 April, 2024

Dear Sir / Madam,

As you are aware that electronic recording of PAR was made mandatory from the year 2014-15 and the provision for same was incorporated in the AIS(PAR) Amendment Rules, 2017. Later vide Notification dated 23.07.2019, the AIS(PAR) Amendment Rules, 2019 were notified which, *inter-alia*, introduced auto-forwarding of PARs from one level to next level. In order to give effect to the time-bound recording of PARs, provision for auto-forwarding of PARs from one stage to the next stage after a specified due date has been introduced from the assessment year 2019-20 in SPARROW.

2. It is once again reiterated that once the PAR gets closed on the midnight of 31st December, it gets auto-forwarded in the online dossier of the ORU and is treated as deemed disclosure. In cases, where the PAR could not be uploaded on to the system by the midnight of 31st December and is physically disclosed, the number of days for having comments of the ORU on the PAR is counted from the date on which the PAR has been physically disclosed.

3. The State Governments vide D.O. letters dated 06.05.2022 and 24.04.2023 were informed that auto-forwarding provision in respect of PARs for the assessment year from 2021-22 and onwards would be implemented. However, queries from various State Governments/Ministries are still being received regarding timelines to be followed for the period 2023-2024. In this regard, it is stated that timelines for the current assessment year 2023-2024, are same as mentioned in AIS(PAR) Amendment Rules, 2019:

| Activity | Due Date | Auto Forwarding Date |
|---|----------------------------|---|
| Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and Reviewing Authority | 1 st April | -- |
| Self appraisal for current year | 31 st May | 1 st June |
| Appraisal by Reporting Authority | 31 st July | 1 st August |
| Appraisal by Reviewing Authority | 30 th September | 1 st October |
| Appraisal by Accepting Authority | 31 st December | Auto closure on 31 st December |
| Disclosure to the officer reported upon | 31 st December | -- |

4. In view of the above, it is requested to direct the concerned authorities to ensure that the afore-said timelines are strictly adhered to failing which PAR will get auto-forwarded to the next level.

With regards,

Yours Sincerely
Deepti

(Deepti Umashankar)



सूचना
का अधिकार

Chief Secretaries of the States
(As per Standard List)

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