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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

Dear Sir / Madam,

No. 3/4/2019-EO(PR)  
Dated the 06 May, 2022

It may kindly be recalled that electronic recording of PAR was made mandatory from the year 2014-15 and provision for same was incorporated in the AIS(PAR) Amendment Rules, 2017. Later, AIS(PAR) Amendment Rules, 2019 were notified vide Notification dated 23.07.2019 which, *inter-alia*, introduced auto-forwarding of PARs from one level to next level.

2. Though the outer limit for recording of PAR i.e. 31<sup>st</sup> December of the assessment year in which the assessment year ends, was being followed sacrosanctly, the timelines laid down in General Guidelines for recording of PARs by the Reporting, Reviewing and Accepting authorities were still not being adhered to.

3. 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 the specified due date has been introduced from the assessment year 2019-20 in SPARROW. Under the newly provided schedule for completion of PAR in respect of all levels of IAS officers. PARs will automatically move forward from the account of ORU to the Reporting authority and thereafter to the next authority on the specified due date even if the PAR is not recorded by the concerned authority.

4. It may be pertinent to mention that due to COVID-19 pandemic, auto-forwarding provision in respect of PARs for the assessment years 2019-20 and 2020-21 was not implemented. However, from the year 2021-22, PARs will automatically move from one level to the other after the due date which is as under:

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

5. 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 U*

(Deepti Umashankar)

Chief Secretaries of the States  
(As per Standard List)



सूचना  
का अधिकार