

दीप्ति उमाशंकर, भा.प्र.से.  
**DEEPTI UMASHANKAR, IAS**  
स्थापना अधिकारी एवं अपर सचिव  
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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

No. 3/4/2019-EO(PR)  
Dated the 24 April, 2023

Dear Sir/Madam,

It may kindly be recalled 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.

2. 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.

3. It is reiterated that once the PAR gets closed on the midnight of 31<sup>st</sup> 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 31<sup>st</sup> 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.

4. The State Governments vide D.O. letter dated 06.05.2022 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 2022-2023. In this regard, it is stated that timelines for the current assessment year 2022-2023 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 <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)

Secretaries to the Government of India  
(As per Standard List)



**Copy to:**

- (I) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi
- (iv) The Rajya Sabha Secretariat, New Delhi
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) NITI Aayog, New Delhi.
- (vii) Election Commission, New Delhi.
- (viii) UPSC, New Delhi.
- (ix) Central Vigilance Commission, New Delhi.
- (x) O/o Comptroller & Auditor General, New Delhi.
- (xi) NIC, DoPT for uploading the letter in the Department's website.

**Copy also to:**

**Additional Secretary, UT, MHA, North Block, New Delhi for taking similar action in respect of the AGMUT Cadre officers, please.**