

No.22/10/2018-CS-I (APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003,
dated the 19th March, 2019

OFFICE MEMORANDUM

Subject: Recording of Annual Performance Appraisal Report (APAR) for the financial year 2017-18 in respect of CSS officers – reg.

The undersigned is directed to say that Annual Performance Appraisal Report (APAR) of CSS officers from Under Secretary and above levels was required to be recorded online on 'SPARROW' web portal. For the financial year 2017-18, the date-lines for recording of APARs were extended vide OM dated 24th July, 2018 as under:-

S.No.	Activity	Extended timelines for the Year 2017-18
1.	Submission of self-appraisal by Officer to be Reported Upon (ORU) to Reporting Officer	31 st July, 2018
2.	Forwarding of Report by the Reporting Officer to Reviewing Officer	16 th August, 2018
3.	Forwarding of Report by the Reviewing Authority to the Administrator / APAR Cell	31 st August, 2018

2. The progress of writing of APARs of CSS officers was monitored closely and it was observed that a large number of ORUs, Reporting & Reviewing Officers, had not recorded their remarks in the APARs even after the expiry of extended date-lines. All the Ministries/Departments were, therefore, requested vide O.M. dated 29.11.2018 to send 'alert' to all the officers for completing action on their part at the earliest and force forward APARs of ORUs, who failed to submit their self-appraisal by 14.12.2018, to next level i.e. Reporting Officer. The 'SPARROW' window has been closed on 31.12.2018.

3. The details of activities completed for writing of APARs on SPARROW for the year 2017-18 are as under:

S. No.	Stage at which the APAR was closed	No. of PARs (2017-18 -as on 01.01.2019)
1.	Officer to be Reported Upon (ORU)	51
2.	Reporting Authority	180
3.	Reviewing Authority	200
4.	NRCs	461
5.	Pending for Disclosure	286
6.	Representations	07
7.	Closed by the system after all activities	2010
8.	Total	3195

.....P.T.O.

4. Attention is invited to the O.M. dated 29.11.2018 followed by Secretary (P)'s D.O. dated 11.12.2018, in terms of which the APARs for 2017-18 pending at ORU level were required to be force forward to next level i.e. Reporting Officer. However, 51 APARs for 2017-18 were closed at ORU level. The concerned Ministries/Departments are requested to elaborate reasons for not force-forwarding these APARs to the next level i.e. Reporting Officer. A list of 51 ORUs whose APARs were not force forwarded is enclosed at Annexure.

5. Secondly, inspite of clear cut instructions from this Department vide O.M. No.21011/02/2009-Estt(A) dated 16.02.2009, a large number of APARs have been closed at the level of Reporting Officers and Reviewing Authorities. Further, around 286 APARs are pending for Disclosure. It is brought to the notice of all the Ministries/Departments that the APAR for 2017-18 are now available for viewing to the officer concerned by visiting sparrow-css.eoffice.gov.in→Dossier→My Completed PAR. The officers may be advised to view their APARs for 2017-18 through above link and send representation, if any, to their Ministry/Department, within 15 days from the issue of this O.M. Their representations may be examined as per the extant instructions and outcome of such representations may be intimated to the officer concerned under intimation to this Department.

6. All the Ministries/Departments are, therefore, requested to take necessary action as per extant instructions and send a completion report alongwith a printout of APARs for 2017-18 closed on SPARROW web portal for records in this Division.


(Rajul Bhatt)
Director
Tel: 011-24629411

Encl: As above.

To

All Ministries / Departments as per std. list.

Copy for information to:-

1. Department of Personnel & Training, (Attn: Shri A.K. Saha, Deputy Secretary), CS.II Division, Lok Nayak Bhawan, New Delhi.
2. Department of Personnel & Training, (Attn: Ms. Jayashree Chellamani, Under Secretary), Estt.A-II/B-II, North Block, New Delhi.


(Chandra Shekhar)
Under Secretary to the Govt. of India
Tel: 011-24624046

Annexure referred to in DoP&T's O.M. No. 22/10/2018-CS.I(APAR) dated 19th March, 2019

APAR closed at the stage of Officer to be Reported Upon (ORU) as on 31.12.2018

S.No.	Name	Designation	PAR Organization as on 31.12.2018	PAR Period
1	ABHISHEK BISWAS	DEPUTY LAND AND DEVELOPMENT OFFICER	LAND & DEVELOPMENT OFFICE	01/04/2017 - 11/07/2017
2	ABHISHEK BISWAS	DEPUTY LAND AND DEVELOPMENT OFFICER	LAND & DEVELOPMENT OFFICE	12/07/2017 - 31/03/2018
3	AJIT KUMAR	DEPUTY SECRETARY	PETROLEUM & NATURAL GAS	01/04/2017 - 27/02/2018
4	AKHIL SAXENA	DEPUTY SECRETARY	TOURISM	01/04/2017 - 05/01/2018
5	AMAL SARKAR	UNDER SECRETARY	NATIONAL DISASTER MANAGEMENT AUTHORITY	01/04/2017 - 31/03/2018
6	ANIL KUMAR SINGH	DEPUTY DIRECTOR	NATIONAL INTELLIGENCE GRID	08/12/2017 - 31/03/2018
7	ANURAG SRIVASTAVA	DEPUTY SECRETARY	PERSONNEL PUBLIC GRIEVANCES & PENSIONS - DEPARTMENT OF ADMIN REFORMS AND PUBLIC GRIEVANCES	01/04/2017 - 31/03/2018
8	A.P. GUPTA	UNDER SECRETARY	SOCIAL JUSTICE & EMPOWERMENT	01/04/2017 - 20/08/2017
9	ARUN CHOWDHURY	DEPUTY SECRETARY	AGRICULTURE - DEPARTMENT OF AGRICULTURE & COOPERATION	31/07/2017 - 31/03/2018
10	BHUPINDER SINGH	DEPUTY SECRETARY	NATIONAL DISASTER MANAGEMENT AUTHORITY	01/04/2017 - 31/03/2018
11	BIRANCHI NARAYAN MISHRA	DIRECTOR	HEAVY INDUSTRIES & PUB ENTERPRISES - DEPARTMENT OF PUBLIC ENTERPRISES	01/04/2017 - 31/03/2018
12	B M MONDAL	UNDER SECRETARY	MINISTRY OF POWER	01/04/2017 - 31/03/2018
13	DANIEL ELIJAH RICHARDS	DIRECTOR	AYUSH	08/09/2017 - 05/02/2018
14	DANIEL ELIJAH RICHARDS	DIRECTOR	AYUSH	01/04/2017 - 07/09/2017
15	DHARAMVIR SHARMA	UNDER SECRETARY	FINANCE - DEPARTMENT OF REVENUE	01/04/2017 - 31/03/2018
16	GANESH DUTTA SHARMA	CONSULTANT	MINISTRY OF FOOD PROCESSING INDUSTRIES	01/04/2017 - 31/03/2018
17	GEETA MISHRA	UNDER SECRETARY	MINORITY AFFAIRS	01/04/2017 - 21/12/2017
18	Harish Chandra	UNDER SECRETARY	HEAVY INDUSTRIES & PUB ENTERPRISES - DEPARTMENT OF PUBLIC ENTERPRISES	01/04/2017 - 31/03/2018
19	H K Pattanaik	UNDER SECRETARY	MINISTRY OF FOOD PROCESSING INDUSTRIES	01/04/2017 - 31/03/2018

20	J K Sahu	UNDER SECRETARY	MINISTRY OF MICRO SMALL AND MEDIUM ENTERPRISES	01/04/2017 - 31/03/2018
21	Joginder Prasad	UNDER SECRETARY	HOME AFFAIRS	01/04/2017 - 31/03/2018
22	J.P.RATH	DEPUTY SECRETARY	NATIONAL INTELLIGENCE GRID	01/04/2017 - 31/03/2018
23	Kamal Kant Saxena	DEPUTY SECRETARY	LEGISLATIVE DEPARTMENT	01/04/2017 - 31/03/2018
24	K.N.Reddy	UNDER SECRETARY	DRINKING WATER & SANITATION	01/04/2017 - 20/09/2017
25	KONTHANG TOUTHANG	JOINT SECRETARY	SHIPPING	01/04/2017 - 07/09/2017
26	L.C.Ram	UNDER SECRETARY	HEAVY INDUSTRIES & PUB ENTERPRISES - DEPARTMENT OF HEAVY INDUSTRY	01/04/2017 - 31/03/2018
27	L.R.PRADHAN	UNDER SECRETARY	FINANCE - DEPARTMENT OF INVESTMENT AND PUBLIC ASSET MANAGEMENT	01/04/2017 - 31/03/2018
28	MAHENDRA KUMAR	DEPUTY SECRETARY	HOME AFFAIRS	01/04/2017 - 07/07/2017
29	MAN SINGH KASOTTIA	UNDER SECRETARY	MINES	01/04/2017 - 31/03/2018
30	MEENA SHARMA	DIRECTOR	HEAVY INDUSTRIES & PUB ENTERPRISES - DEPARTMENT OF PUBLIC ENTERPRISES	01/04/2017 - 31/03/2018
31	NIRMAL KUMAR BHAGAT	DIRECTOR	MINISTRY OF EARTH SCIENCES	01/04/2017 - 19/09/2017
32	OM PRAKASH DOGRA	DIRECTOR	DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES	03/08/2017 - 14/11/2017
33	OM PRAKASH DOGRA	DIRECTOR	DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES	01/04/2017 - 02/08/2017
34	Premraj Kuar	DEPUTY SECRETARY	CONSUMER AFFAIRS, FOOD & PUBLIC DISTRIBUTION - DEPARTMENT OF CONSUMER AFFAIRS	01/04/2017 - 28/02/2018
35	Raghunath	UNDER SECRETARY	MINISTRY OF NEW AND RENEWABLE ENERGY	01/04/2017 - 31/03/2018
36	RAJENDRA CHATURVEDI	DEPUTY SECRETARY	HOME AFFAIRS	01/04/2017 - 07/07/2017
37	RANJAN KUMAR	DEPUTY SECRETARY	MCSIT - DEPARTMENT OF TELECOMMUNICATIONS	01/04/2017 - 31/12/2017
38	RISHAN RYNTATHIANG	UNDER SECRETARY	COAL	01/04/2017 - 31/03/2018
39	R K MITRA	JOINT SECRETARY	HOME AFFAIRS	01/09/2017 - 31/03/2018
40	R.Lakshmi Devi	UNDER SECRETARY	DEPARTMENT OF BIOTECHNOLOGY	01/04/2017 - 31/03/2018
41	SHRAJENDRA KUMAR BANDHU	UNDER SECRETARY	NATIONAL DISASTER MANAGEMENT AUTHORITY	01/04/2017 - 10/08/2017

42	SHRAJENDRA KUMAR BANDHU	UNDER SECRETARY	NATIONAL DISASTER MANAGEMENT AUTHORITY	13/11/2017 - 31/03/2018
43	SRINIBAS PRADHAN	DEPUTY SECRETARY	HOME AFFAIRS	01/04/2017 - 25/09/2017
44	SRINIBAS PRADHAN	DEPUTY SECRETARY	HOME AFFAIRS	26/09/2017 - 31/03/2018
45	SUREKSHA SHARMA	UNDER SECRETARY	DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES	01/04/2017 - 31/03/2018
46	SURENDRA KUMAR	UNDER SECRETARY	TOURISM	01/04/2017 - 31/03/2018
47	SURENDRA PRATAP SINGH	DIRECTOR	DEV OF NORTH EASTERN REGION	01/04/2017 - 31/03/2018
48	T.P.MADHUKUMAR	DEPUTY SECRETARY	SOCIAL JUSTICE & EMPOWERMENT	01/04/2017 - 20/08/2017
49	VAKHAT RAM DAMOR	DEPUTY DIRECTOR	DIRECTORATE OF ADVERTISEMENT AND VISUAL PUBLICITY(DAVP)	01/04/2017 - 31/03/2018
50	VAYAILA RUNGSUNG	DEPUTY SECRETARY	LABOUR & EMPLOYMENT	27/10/2017 - 31/03/2018
51	VAYAILA RUNGSUNG	DEPUTY SECRETARY	LABOUR & EMPLOYMENT	01/04/2017 - 26/10/2017

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