

No.21011/02/2015-Estt(A-II)-Part II  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training

North Block, New Delhi – 110001  
Dated the 28<sup>th</sup> June 2019

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Online Window) of Group 'A', 'B' and 'C' officers– Extension of timelines for completion of APAR online for the year 2018-19 where the reporting/reviewing/accepting authority demits office or retires from service before the prescribed dates.

The undersigned is directed to say that vide this Department's O.M. of even number dated 18.04.2019 (copy enclosed), the timelines for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for the year 2018-19, through SPARROW portal, for all Group 'A', 'B' and 'C' officers, were extended as a one-time measure.

2. It has further been decided, with the approval of competent authority, that for APAR for the year 2018-19, the extended timelines specified in the Annexure to the O.M. dated 18.04.2019 shall apply to the reporting / reviewing / accepting authorities, who demit office or retire from service prior to the respective cut off dates, and they shall be allowed to record their remarks till the respective cut off dates.

*Jama*  
28/6/19

(Jayashree Chellamani)

Under Secretary to the Government of India

All Ministries /Departments/ Cadre Controlling Authorities of the Government of India.

Copy to:

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC, for uploading on DoPT website.

No.21011/02/2015-Est(A-II)-Part II  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
North Block, New Delhi – 110001  
Dated the 18<sup>th</sup> April 2019

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recoding Window) of Group 'A', 'B' and 'C' officers– Extension of timelines for completion of APAR online for the year 2018-19.

The undersigned is directed to say that a large number of officers of the Central Government Ministries/Departments have been deputed for election duty in the General Election to the Lok Sabha, 2019. It is understood there would be practical difficulties in recording of APAR online as per the target dates prescribed in DoPT O.M.No.21011/01/2005-Estt.(A)(Pt.II) dated 23<sup>rd</sup> July, 2009, through SPARROW platform, for officers deputed for election duty.

2. The matter has been examined in this Department and it has been decided with the approval of competent authority that the target dates prescribed in O.M. dated 23<sup>rd</sup> July, 2009 be relaxed as one time measure only for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for the year 2018-19 through SPARROW portal for all Group 'A', 'B' and 'C' officers. The revised target dates for online recording and completion of entire APAR process for the year 2018-19 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2018-19 after 31.12.2019. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.

*Jamani*  
18/04/2019  
(Jayashree Chellamani)

Under Secretary to the Government of India

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Annexure

Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 18<sup>th</sup> April, 2019

Time schedule for generation and recording of APAR for the year 2018-19 online through SPARROW web portal for Group 'A', 'B' and 'C' officers

S.No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer.	30 <sup>th</sup> June, 2019
2.	Forwarding of report by reporting officer to reviewing officer	31 <sup>st</sup> July, 2019
3.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 <sup>st</sup> August, 2019
4.	Appraisal by accepting authority, wherever provided	15 <sup>th</sup> September, 2019
5.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 <sup>th</sup> September, 2019
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	25 <sup>th</sup> September, 2019
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the competent authority	
	(iii) where there is no accepting authority for APAR	30 <sup>th</sup> September, 2019
	(iv) Where there is accepting authority for APAR	31 <sup>st</sup> October, 2019
8.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority.
9.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority.
10	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> December 2019

*J. J. J.*  
18/04/2019