

**IMMEDIATE**

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

2nd Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
Dated : 30<sup>th</sup> July, 2018

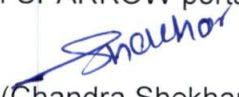
**OFFICE MEMORANDUM**

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Online Window) for CSS & CSSS Group 'A' officers – **Instructions for submission of self appraisal APAR by the Officer to be Reported Upon (ORU) for the financial year 2017-18 - reg.**

The undersigned is directed to refer to this Department's O.M. of even number dated 24<sup>th</sup> July, 2018 vide which various timelines for submission of APAR for the financial year 2017-18, on SPARROW web portal in respect of CSS & CSSS Group 'A' officers has been extended.

2. The progress on generation of online APARs on SPARROW web portal and its movement to different levels reveals that a large number of Officers to be Reported Upon (ORU) have not submitted their self appraisal APAR to the concerned Reporting Officer even after extended timelines. It is reiterated that the last date (extended) for submission of self appraisal APAR by the ORU to Reporting Officer is **31<sup>st</sup> July, 2018**. As the closing date is coming near, the ORUs are requested to submit their self appraisal APAR to Reporting Officer on SPARROW web portal by the **last date positively**.

3. All the Ministries/Departments are requested to send alert to the defaulting officers (ORUs). Such ORUs may be warned that if they fail to submit their APAR to their Reporting Officer by the extended timeline, their APAR may not be recorded by the Reporting/Reviewing Officers in terms of instructions of this Department. No assessment will be made by future DPCs, if ORU fails to submit his/her self appraisal APAR (for the financial year 2017-18) to his/her Reporting Officer on SPARROW portal by the extended timelines.

  
(Chandra Shekhar)

Under Secretary to the Govt. of India

To

Joint Secretary (Admn./Estt.),  
All Ministry/Department (CSS/CSSS).

Copy to:-

1. E.O. Division, DoPT, North Block, New Delhi.
2. DS (CS-II) for information and necessary action in respect of CSSS cadre