

F. No. 21011/2/2015 – Estt. (A-II)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training

North Block, New Delhi – 110001
Dated the 16th April, 2018


OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Window) for all Organised Group 'A' services – Extension of timelines for completion of APAR for the year 2017 – 18.

The undersigned is directed to state that from the Reporting year 2016 – 17, all Cadre Controlling Authorities of Organised Group 'A' Services were to generate and record Annual Performance Assessment Report (APAR) of officers under their cadre, online through SPARROW platform. However, it has come to notice that some of the Cadre Controlling Authorities have been facing difficulties in filling up of self-appraisal.

2. As some of the Cadre Controlling Authorities are facing practical difficulties in getting the self-appraisal of the officers under their cadre on SPARROW portal due to technical problems, it has been decided to extend the date for filling up of self-appraisal online up to 30th April, 2018 for organised Group 'A' Services for the year 2017 – 18. The timelines for reporting, reviewing, disclosure, etc. shall be as prescribed in DOPT's OM No. 21011/1/2005 – Estt (A) (Pt-II) dated 23rd July, 2009.

3. This has the approval of Secretary, DoPT.


(N. Sriraman)
Director (E-II)

To

All Cadre Controlling Authorities of
Organised Group 'A' Services (As per list attached).

Copy to : All Ministries and Departments.

Copy also for information and appropriate action:

1. E.O. Division, DoPT, North Block, New Delhi.
2. Directorate General of Human Resources Development, Central Board of Excise & Customs, (Attn. Shri Balesh Kumar, Pr. Additional General, HRM-I, DGHDRD), Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg, Gole Market, New Delhi – 110001 w.r.t. letter No. 8/1/BVS/HRD/HRM – I/APAR/2018/9575 dated 12.04.18.
3. NIC, DOPT, North Block, New Delhi, for uploading in the website of the Department.