

No.22/1/2018-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan, Khan Market
New Delhi , dated the 13th August, 2018.

OFFICE MEMORANDUM

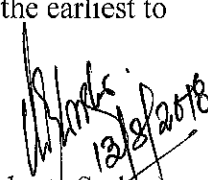
Subject: Completion of APARs of CSSS Officers – reg.

The undersigned is directed to say that upto date APARs in respect of group 'A' officers in the grades of PSO, Senior PPS and PPS are not available (online or offline) with this Department.

2. All officers of CSSS grades are requested to follow the instructions, issued by CS Division's latest O.M.No. 22/10/2018-CS-I(APAR) dated 30th July, 2018 to submit their APAR for the period 2017-18 (copy enclosed).

3. The Ministries/Departments/ Cadre units are also requested to make available the APARs upto 2017-18 and also intimate the reasons for non-availability of APARs if any, at the earliest to this Department.

Encl: As above.


(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel. No. 24654020

To

Directors/Deputy Secretaries(Adm.)
All Ministries/Departments/ Cadre units

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 : 30th 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 24th 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 **31st 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