

F. No. 25-4/2013-SPG (Vol-II-Pt.)
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, New Delhi
Dated: 17/08/2021

To

All Heads of Circles
Addl. DG APS
Director, RAKNPA, Ghaziabad
Chief General Manager, CEPT, Mysore

Subject: Auto-forwarding of APAR in SPARROW from the assessment year 2020-21 – reg.

Respected Madam/ Sir,

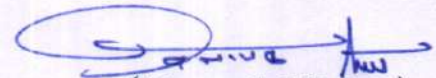
This is with reference to online submission of Performance Appraisal Reports (PARs) for all Group 'A' IPoS officers of Department of Posts in SPARROW Portal.

2. The undersigned is directed to refer DoP&T letter No. 3/4/2019-EO(PR) dated 25.03.2021 (Annexure - A) vide which DoP&T has directed to implement **auto-forwarding of APARs** from one stage to another stage in SPARROW after the specified due date from the assessment year 2020-21.
3. DoP&T vide letter No. 21011/02/2015-Estt.(A-II)-Part.II dated 17.06.2021 (Annexure-B) has extended the timelines for generation of blank APAR forms, recording and completion of entire APAR process for the year 2020-21. Details of Extended timelines is at Annexure-C.
4. State Custodians of all the Postal Circles/Directorate/CEPT/RAKNPA are requested to ensure that blank APAR forms have been generated for all the IPoS Group 'A' officers and also ensure submission of APARs by

concerned officers/Reporting Authority/Reviewing Authority/Accepting Authority as per DoP&T timelines. APAR will automatically be forwarded to next stage after the due date specified by DoP&T.

Yours faithfully

Encl: As Above



(Vinayak Mishra)

Assistant Director General (SPG)

Copy to:

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services.
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech).
3. Sr. Deputy Director General (Vigilance) & CVO / Chief General Manager, Parcel Directorate / PLI Directorate.
4. Secretary, Postal Services Board/ All Deputy Directors General.
5. All Directors/ GMs, BD Directorate / Parcel Directorate / PLI Directorate.
6. All Assistant Directors General (ADsG)/ AGMs, BD Directorate / Parcel Directorate / PLI Directorate.
7. CS to Member (P)/ Shri Chanderpall Singh, IP, SPG-I.
8. Sh. Ravi Kumar, Sr. Technical Director, NIC
9. GM CEPT, for uploading on India Post website.

No. 3/4/2019 – EO(PR)
Government of India
M/o Personnel, Public Grievances & Pensions
D/o Personnel & Training

North Block, New Delhi
Dated the 15th March, 2021

OFFICE MEMORANDUM

Sub: Auto-forwarding of PARs from the assessment year 2020-21 –reg.

The undersigned is directed to the Gazette Notification No. G.S.R No. 519 (E) dated 23.07.2019 already communicated vide DoPT letter no. 11059/01/2016 – AIS-III dated 27.09.2019 vide which AIS(PAR) Amendment Rules, 2019 were notified. It may kindly be recalled that electronic recording of PAR was made mandatory from the year 2014-15 and later the provision for same was made in the AIS(PAR) Amendment Rules, 2017.

2. Though the outer limit for recording of PAR i.e. 31st December of the assessment year in which the assessment year ends, was being followed sacrosanctly, the timelines laid down in General Guidelines for recording of PARs by the Reporting, Reviewing and Accepting authorities were still not being adhered to. In order to give effect to the time-bound recording of PARs, provision for auto-forwarding of PARs from one stage to the next stage after the specified due date has been introduced from the assessment year 2019-20 in SPARROW. Under the newly provided schedule for completion of PAR in respect of all levels of IAS officers, PARs will automatically move forward from the account of ORU to the Reporting authority and thereafter to the next authority on the specified due date even if the PAR is not recorded by the concerned authority.

3. It may be pertinent to mention that due to COVID-19 pandemic, auto-forwarding provision in respect of PARs for the assessment year 2019-20 was not implemented, as a one-time measure only. However, from the year 2020-21, PARs will automatically move from one level to the other after the due date, in SPARROW.

4. In view of the above, it is requested to kindly bring to the notice of all the concerned regarding auto-forwarding of PARs from this assessment year i.e. 2020-21 onwards.

V Sinha
(Varsha Sinha)
Director(PR)

To all the Secretaries of the Ministries/Department (As per Standard List)

Copy to:

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi
- (iv) The Rajya Sabha Secretariat, New Delhi
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) NITI Aayog, New Delhi.
- (vii) Election Commission, New Delhi.
- (viii) UPSC, New Delhi.
- (ix) Central Vigilance Commission, New Delhi.
- (x) O/o Comptroller & Auditor General, New Delhi.
- (xi) JS(Admn.), DoPT, North Block, New Delhi.
- (xii) NIC, DoPT for uploading the letter in the Department's website.

Annexure - B

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

North Block, New Delhi-110001
Dated 17th June, 2021

OFFICE MEMORANDUM

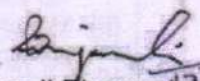
Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2020-21.

The undersigned is directed to invite attention to this Department's OM of even number dated 14.04.2021 on the above subject, extending the timelines for distribution / online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lock down due to spread of corona virus.

2. In view of the prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in Annexure.

3. The extended timelines for the APAR year 2020-21 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed *vide* OM of even number dated 14.06.2021 delinking recording and completion of APAR for the year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of summary of medical report by 31.12.2021, shall stand.


(Murali Bhavaraju) 17/6/21
Deputy Secretary to the Govt of India

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

Copy to:

1. AIS Division, DoPT, North Block, New Delhi
2. NIC, for uploading in DoPT website

Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms/ on line generation of APAR	31 st July, 2021
2.	Submission of self-appraisal to the reporting officer	31 st August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30 th September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15 th November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 th December, 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority.	30 th November, 2021
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	31 st December, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR.	31 st December, 2021 15 th January, 2022
9.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority
10.	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
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st March, 2022