

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 13<sup>th</sup> June 2017

OFFICE MEMORANDUM


Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recoding Window) for all Organised Group 'A' services – Extension of timelines for completion of APAR for the year 2016-17.

As all the Cadre Controlling Authorities of Organised Group 'A' Services are aware that it has been decided to implement online generation and recording of Annual Performance Assessment Report (APAR) of officers under their cadre from the reporting year 2016-17, through SPARROW platform.

2. Some of the Cadre Controlling Authorities have intimated practical difficulties in switching over from manual to online mode of recording of APARs. In view of this, the cadre authorities have expressed apprehensions that target dates prescribed in DoPT O.M.No.21011/02/2009-Estt.(A) dated 23<sup>rd</sup> July, 2009 may not be met and have requested for extension of timelines.

3. The matter has been examined in this Department and it has been decided 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 self-appraisal, reporting, reviewing and acceptance of APAR for the year 2016-17 through SPARROW portal. The revised target dates for recording of APAR online for the year 2016-17 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2016-17 after 31.12.2017. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment within stipulated time.

4. 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 Department.

Copy also to:

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

