

F.No.A-12021/1/2016-ISS
Government of India
Ministry of Statistics & Programme Implementation
(APAR Section)

528,S.P. Bhavan,
Sansad Marg, New Delhi,
Dated: 30.05.2018

OFFICE MEMORANDUM

Subject: Online reporting of APAR in SPARROW for officers of Indian Statistical Service (ISS) - regarding

Reference is invited to DoPT O.M. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 (copy enclosed) regarding time schedule for filling of APAR and O.M. 21011/2/2015-Estt (A-II) dated 16.04.2018(copy enclosed) regarding extension of filling up of self appraisal for all group 'A' services for the year 2017-18.

Recently, DoPT vide O.M. No. 21011/2/2015-Estt.(A-II) (Part.II) dated 21.05.2018 (copy enclosed) has further relaxed timelines for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for all Group 'A' Services for the year **2017-18** through SPARROW web portal as one time measure only.

Accordingly, all the ISS officers are requested to complete their self appraisal through SPARROW as per time schedule prescribed by DoPT.

Ashish
30/5/18
(Dr. Ashish Saxena)
Deputy Director
011-23364008
apar-mospi@gov.in

To,

1. All concerned Officers
2. All the participating Ministries/ Department/ Organisations.

3. Director General /Additional Director General of MoSPI as per standard list.
4. Deputy Director General, P.I. Wing, MoSPI.
5. Director (HOD).
6. Director, Computer Centre for placing on the website of the Ministry.
7. AD (OL), MoSPI, New Delhi for Hindi Version.

Copy to:

1. PPS to Secretary
2. PPS to Additional Secretary
3. PPS to Joint Secretary

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi.
23rd July, 2009

OFFICE MEMORANDUM

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-

- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

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(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.


(C.A. Subramanian)
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T

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

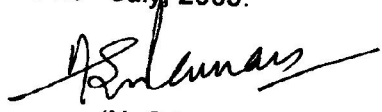
OFFICE MEMORANDUM

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, DGHRD), 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.

Immediate

No. 21011/02/2015-Estt.A-II (Part.II)
Government of India
Ministry of Personnel, P. G. and Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated the 21 May, 2018

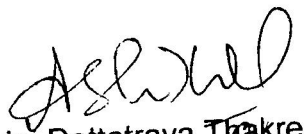
Office Memorandum

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

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The undersigned is directed to invite a reference to this Department O.M. of even number dated 16th April, 2018 on the above subject.

2. As some of the Cadre Controlling Authorities of Organised Group 'A' Services are facing practical difficulties in getting the self-appraisal of the officers under their cadre on SPARROW web portal due to technical problems, it has been decided that the target dates prescribed in this Department O.M. No.21011/1/2005-Estt.(A) (Part II) dated 23rd July, 2009 be further relaxed as one time measure only for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for the year 2017-18 through SPARROW web portal. The revised target dates for recording of APAR online for the year 2017-18 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2017-18 after 31.12.2018. Where the reporting, reviewing and 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 the stipulated time.

3. This has the approval of Secretary, DoPT.


(Ashwini Dattatraya Thakre)
Deputy Secretary to the Government of India

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

Copy to: All Ministries and Departments of the Government of India.

Copy also to:

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

Annexure to DoPT OM No.21011/02/2015-Estt.A-II(Part-II) dated 21 May, 2018

Time schedule for generation and recording of APAR for the year 2017-18 through SPARROW web portal.

| S. No. | Activity | Date by which the activity to be completed |
|--------|--|--|
| 1 | Submission of self-appraisal to the reporting officer | 31 st July, 2018 |
| 2 | Forwarding of report by reporting officer to reviewing officer | 16 th August, 2018 |
| 3 | Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided) | 31 st August, 2018 |
| 4 | Appraisal by accepting authority, wherever provided | 15 th September, 2018 |
| 5 | (i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the Officer reported upon where there is accepting authority | 10 th September, 2018 25 th September, 2018 |
| 6 | Receipt of representation, if any, on APAR | 15 days from the date of communication |
| 7 | Forwarding of representation to the competent authority (i) Where there is no accepting authority for APAR (ii) Where there is accepting authority for APAR | 30 th September, 2018 31 st October, 2018 |
| 8 | Disposal of representation by the Competent authority | Within one month of the date of receipt of representation by the competent authority |
| 9 | 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 |
| 10 | End of entire APAR process, after which the APAR will be finally taken on record | 31 st December, 2018. |