

**MOST URGENT**

**No.A-28012/04/2016-CLS-I**  
Government of India  
Ministry of Labour & Employment

Shram shakti Bhawan, Rafi Marg  
New Delhi, dated the 20 November 2020.


**OFFICE MEMORANDUM**

**Subject :- Implementation of SPARROW Portal for online submission of APARs-2019-20 of officers of Central Labour Service- reg.**

The undersigned is directed to enclose herewith times lines prescribed by DoPT vide letter No.21011/02/2015-Est(A-II)-Part-II dated 11.06.2020(copy enclosed) regarding submission of APAR for the year 2019-20.

2. APARs-2019-20 in respect of 29 CLS officers have been completed so far on the SPARROW Portal. Therefore, it is requested to adhere to the aforesaid timelines for completion of APAR for the year 2019-20. Further, Integrated Headquarters of Defence(Army & Navy), DRDO, DGQA are requested to submit complete APARs-2019-20, along with disclosure certificate, of the CLS officers posted under the said organization on urgent basis to the Ministry for manually uploading the same on the SPARROW Portal.

Encl: As above

  
(Satish Chander)  
Under Secretary

To

- i. The CLC(C), Ministry of Labour & Employment, New Delhi
- ii. The DGLW, Ministry of Labour & Employment, Jaisalmer House, New Delhi.
- iii. Director General of Works, CPWD, Nirman Bhavan, New Delhi.
- iv. Director General Ordnance Factory Board, S.K. Bose Marg, Kolkata
- v. Labour Welfare Commissioner (Central), Director General Quality Assurance, 'G' Block, Ministry of Defence, New Delhi-110011.
- vi. Labour Welfare Commissioner (Central), Naval Headquarters, Ministry of Defence, 'A' Block, New Delhi-110011.
- vii. Labour Welfare Commissioner (Central), MGO's Branch, Ministry of Defence (Army), Wing-IIInd, Block-3, 1st Floor, R.K. Puram, New Delhi.
- viii. Labour Welfare Commissioner (Central), Defence Research Development Organisation, DRDO Bhavan, New Delhi-110011.
- ix. Ministry of Health & Family Welfare, (Central Hospitals), Nirman Bhavan, New Delhi.
- x. Directorate of Printing, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- xi. Ministry of Agriculture, (Delhi Milk Scheme), Krishi Bhawan, New Delhi – 110011.
- xii. Department of Science & Technology, (Survey General of India), Technology Bhavan, New Mehrauli Road, Block C, Qutab Institutional Area, New Delhi, Delhi 110016.



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

North Block, New Delhi  
11<sup>th</sup> June 2020

OFFICE MEMORANDUM


Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officer of Central Civil Services for the year 2019-2020.

The undersigned is directed to invite attention to this Department's O.M. of even number dated 30.03.2020 on the above subject, extending the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lockdown due to spread of corona virus.

2. In view of prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 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 2019-20 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed vide O.M. of even number dated 22.05.2020 delinking recording and completion of APAR for the year 2019-20 from the conduct of Annual Medical Examination and thereafter submission of summary of Medical Report by 31.12.2020, shall continue.

  
(Kabindra Joshi)  
Director  
Tel:23093180

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

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC, DoP&T – for uploading on DoP&T Website



**Annexure**

Time schedule for recording and completion of APAR for the year 2019-2020 for Group 'A', 'B' and 'C' officers of Central Civil Services

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms/ online generation of APAR	By 31 <sup>st</sup> July 2020 or earlier
2.	Submission of Self- appraisal to reporting officer	31 <sup>st</sup> August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 <sup>th</sup> November, 2020
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	31 <sup>st</sup> December, 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	15 <sup>th</sup> January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
8.	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	31 <sup>st</sup> January, 2021
	(b) Where there is accepting authority for APAR	15 <sup>th</sup> February, 2021
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 APAR will be finally taken on record	31 <sup>st</sup> March, 2021