

OFFICE MEMORANDUM

Subject :- Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2021-22 - reg.

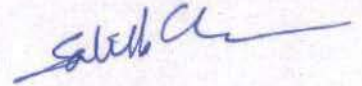
The undersigned is directed to forward herewith a copy of DoPT's OM dated 16.03.2022 prescribing timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2021-22 and to state that the aforesaid timelines prescribed by DoPT for recording and completion of APAR may be strictly adhered to.

2. In this connection, O/o CLC(C), DGLW & DPSUs(former OFBs) are requested to generate APARs of the CLS officers posted in their organizations and ensure that the aforesaid timelines are followed for completion of their APARS.

3. CLS officers posted under MoH&U(CPWD & GIP), MoH&FW(Hospitals), MoF(Ghazipur & Neemuch, O&A Factories), MHA(A&N Islands), MoS&T(SGI), MoA&FW(DMS), Main Secretariat, MoLE are requested to forward details of their Reporting and Reviewing Authorities immediately in the attached format for generating their APARS for the year 2021-22.

4. CLS officers posted under IHQs of Defence (Army), IHQs of Defence (Navy), DGQA & DRDO are requested to get their APARS-2021-22 completed in all respects in physical format and forward the same along with **Disclosure Certificate** to this Ministry for manually uploading on the SPARROW Portal.

Encl: as above



(Satish Chander)

Under Secretary to the Government of India

To

- (i) The CLC(C), MoLE, New Delhi
- (ii) The DGLW, MoLE, Jaisalmer House, New Delhi
- (iii) Labour Welfare Commissioner (Central), Director General Quality Assurance, 'G' Block, Ministry of Defence, New Delhi-110011.
- (iv) Labour Welfare Commissioner (Central), Naval Headquarters, 'A' Block, Ministry of Defence, New Delhi-110011.
- (v) Labour Welfare Commissioner (Central), MGO's Branch, Ministry of Defence (Army), AGMP-4, West Block-III, R.K Puram, New Delhi
- (vi) Labour Welfare Commissioner (Central), Defence Research Development Organization, DRDO Bhavan, New Delhi-110011.

- (vii) Secreary, MHA (A&N Islands)
- (viii) Directorate of Printing, Ministry of Urban Development, Nirman Bhavan, New Delhi
- (ix) Director General of Works, CPWD, Nirman Bhawan, New Delhi
- (x) Jr. Works Manager, Per(G) Section, Directorate of Ordnance (C&S), 10-A, S.K. Bose Marg, Kolkata-700001 (in respect of CLS offices who were posted in former Ordnance Factory Board)
- (xi) Ministry of Health & Family Welfare, (Central Hospitals), Nirman Bhavan, New Delhi.
- (xii) Department of Revenue, Ministry of Finance, North Block (in r/o Opium and Alkaloid Factories).

No.22/09/2022 - CS.I (APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

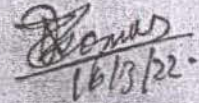
2nd Floor, A- Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-3,
Date: 16th March, 2022.

OFFICE MEMORANDUM

Sub:- Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2021-22 in respect of Group 'A' and Group 'B' officers - reg.

The undersigned is directed to refer to Do&PT's OM No. 22011/1/2005 - Estt. (A) (Pt. II) dated 23rd July, 2009 (copy enclosed) and other relevant circulars wherein instructions regarding timely preparation and recording of the APARs are mentioned.. All Ministries/ Departments participating in CSS cadre are, therefore, requested to strictly follow the timelines for recording the online APARs i.r.o. Group 'A' and Group 'B' officers on SPARROW portal as prescribed vide Do&PT's OM under reference.

2. Further all Nodal officers for SPARROW of all the cadre units of CSS may take required urgent action for generation of APAR forms in a timely manner so that the APAR exercise for the reporting year 2021-22 can be initiated in a timely manner


16/3/22

(Zachariah Thomas)
Under Secretary to the Govt. of India

To: All Ministries /Departments through DoPT website

Copy for information to: NIC SPARROW (Helpdesk)

Time schedule for preparation/completion of APAR
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority	
	(a) where there is no accepting authority for APAR	21 st September
	(a) where there is accepting authority for APAR	06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

