

A.28011/1/2022-/Admn
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 11th April, 2022

Subject: Timely completion of Annual Performance Appraisal Reports (APARs) in SPARROW portal/physical for year 2021-22 - detailed instructions/ timelines.

The undersigned is directed to say that the PAR/APARs for the year 2021-22 have been generated and forwarded to all the officers/officials working in the Department of Water Resources, River Development and Ganga Rejuvenation in the SPARROW portal. All the officers/officials of this Department are therefore, requested to kindly check your workflow details before forwarding to your respective Reporting Officers till 15.04.2022.

2. The schedule for preparation/completion of PARs/APARs for the year 2021-22:-


Submission of self-appraisal to Reporting Officer	15.04.2022
Submission of report by reporting officer to Reviewing Officer	30.06.2022
Report to be completed by Reviewing Officer	31.07.2022
Report to be completed by Accepting Authority	31.08.2022
Report to be disclosure to the Officer Reported upon	15.09.2022
Representation on APAR, if any	15 days from the date of disclosure
Forwarding of representation to Competent Authority	One week from the date of received
Finalization of representation decision by the Competent Authority	Within one month received of Representation
The PAR/APRs will be finally taken on record.	31.12.2022

3. All the officers are requested to adhere to following points at the time of writing the PAR/APARs:-

- (a) All Group 'A' Officers above **the age of 40 years are advised to undergo the Annual Medical Check-up** and upload a copy of the summary of the Medical Report before submitting the same to the Reporting Officer.
- (b) All the columns have been properly filled in.
- (c) The Reporting Officers should ensure that the column pertaining to filing of Immovable Property Return is duly filled in by the officer reported upon, failing which the APAR of the officer should be returned for completion of the same.
- (d) The numerical grading with reference to prescribed weight age should be calculated properly.
- (e) If the final grading in the APAR has been up-graded/down-graded by the Reviewing Officer, then the grading for each attribute under Sections (A), (B) & (C) in Part-3 of the APAR should be clearly indicated and assessment should be recorded on the column provided for specify the reasons.

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(f) Representation in SPARROW portal, if any, on the APAR shall be submitted within 15 days from date of disclosure. The representation submitted after the stipulated time shall not be considered.


(S.B. Pandey)

Under Secretary to the Government of India
Tel. No. 23738126

To

1. All the Officers/ Officials of Department of Water Resources, RD & GR.
2. US (E-IX)/ US (CM&V), CWC, R.K. Puram, New Delhi.
3. The Under Secretary (Admn), CSMRS, Olof Palme Marg, Hauz Khas, New Delhi.
4. For uploading on the intranet portal of the Department.