

No.A.28011/1/2022-Admn  
Government of India  
Ministry of Jal Shakti  
Deptt. of Water Resources, RD & GR

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 10<sup>th</sup> May, 2022

**OFFICE MEMORANDUM**

**Subject: Auto-forwarded of PARs for the year 2021-22 in respect of IAS Officers on SPARROW portal - reg.**

The undersigned is directed to refer to Department of Personnel and Training's DO letter No. 3/4/2019--EO(PR) dated 06.05.2022 regarding the Preparation /Completion of Smart Performance Appraisal Report Recording Online Window (SPARROW) in respect of IAS Officers for the year 2021-22.

2. As per DoPT's general instructions *"It may be pertinent to mention that due to COVID-19 pandemic, auto-forwarding provision in respect of PARs for the assessment years 2019-20 and 2020-21 was not implemented. However, from the year 2021-22, PARs will automatically move from one level to the other after the due date which is as under":-*

| Activity                                | Due date   | Auto-forwarding date       |
|---|------------|----------------------------|
| Self appraisal for the year 2021-22     | 31.05.2022 | 01.06.2022                 |
| Appraisal by Reporting Authority        | 31.07.2022 | 01.08.2022                 |
| Appraisal by Reviewing Authority        | 30.09.2022 | 01.10.2022                 |
| Appraisal by Accepting Authority        | 31.12.2022 | Auto closure on 31.12.2022 |
| Disclosure to the officer reported upon | 31.12.2022 | -do-                       |

3. It is requested that the all IAS officers, may submit their self appraisal within due date and forward the same to their respective Reporting Officers.

Encl: As above

  
(S.B. Pandey)

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

To

1. All the IAS Officers of Deptt. of Water Resources, RD & GR.
2. For upload on the intranet portal of the Department.

दीप्ति उमाशंकर, भा.प्र.से.

DEEPTI UMASHANKAR, IAS

स्थापना अधिकारी एवं अपर सचिव

ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY

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भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नार्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC

GRIEVANCES AND PENSIONS

NORTH BLOCK NEW DELHI-110001

No. 3/4/2019-EO(PR)

Dated the 6<sup>th</sup> May, 2022

Dear Sir / Madam,

It may kindly be recalled that electronic recording of PAR was made mandatory from the year 2014-15 and provision for same was incorporated in the AIS(PAR) Amendment Rules, 2017. Later, AIS(PAR) Amendment Rules, 2019 were notified vide Notification dated 23.07.2019 which, *inter-alia*, introduced auto-forwarding of PARs from one level to next level.

2. Though the outer limit for recording of PAR i.e. 31<sup>st</sup> December of the assessment year in which the assessment year ends, was being followed sacrosanctly, the timelines laid down in General Guidelines for recording of PARs by the Reporting, Reviewing and Accepting authorities were still not being adhered to.

3. In order to give effect to the time-bound recording of PARs, provision for auto-forwarding of PARs from one stage to the next stage after the specified due date has been introduced from the assessment year 2019-20 in SPARROW. Under the newly provided schedule for completion of PAR in respect of all levels of IAS officers. PARs will automatically move forward from the account of ORU to the Reporting authority and thereafter to the next authority on the specified due date even if the PAR is not recorded by the concerned authority.

4. It may be pertinent to mention that due to COVID-19 pandemic, auto-forwarding provision in respect of PARs for the assessment years 2019-20 and 2020-21 was not implemented. However, from the year 2021-22, PARs will automatically move from one level to the other after the due date which is as under:

| Activity  | Due Date                   | Auto Forwarding Date                      |
|---|----------------------------|---|
| Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and Reviewing Authority | 1 <sup>st</sup> April      | --  |
| Self appraisal for current year   | 31 <sup>st</sup> May       | 1 <sup>st</sup> June                      |
| Appraisal by Reporting Authority  | 31 <sup>st</sup> July      | 1 <sup>st</sup> August                    |
| Appraisal by Reviewing Authority  | 31 <sup>st</sup> September | 1 <sup>st</sup> October                   |
| Appraisal by Accepting Authority  | 31 <sup>st</sup> December  | Auto closure on 31 <sup>st</sup> December |
| Disclosure to the officer reported upon   | 31 <sup>st</sup> December  | --  |

5. In view of the above, it is requested to direct the concerned authorities to ensure that the afore-said timelines are strictly adhered to failing which PAR will get auto-forwarded to the next level.

With regards,

Yours Sincerely,

Deepti U

(Deepti Umashankar)

Secretaries to the Government of India  
(As per Standard List)



सूचना  
का अधिकारी

<http://dopt.gov.in>

**Copy to:**

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi
- (iv) The Rajya Sabha Secretariat, New Delhi
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) NITI Aayog, New Delhi.
- (vii) Election Commission, New Delhi.
- (viii) UPSC, New Delhi.
- (ix) Central Vigilance Commission, New Delhi.
- (x) O/o Comptroller & Auditor General, New Delhi.
- (xi) NIC, DoPT for uploading the letter in the Department's website.

**Copy also to:**

**Additional Secretary, UT, MHA, North Block, New Delhi for taking similar action in respect of the AGMUT Cadre officers, please.**