

A-48011/1/2024-ADMINISTRATION  
भारत सरकार  
Government of India  
जल शक्ति मंत्रालय  
Ministry of Jal Shakti  
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग  
Department of Water Resources, River Development & Ganga Rejuvenation  
(Administration Section/प्रशासन अनुभाग)  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, the 5<sup>th</sup> April, 2024


**OFFICE MEMORANDUM**

**Subject: Timeline for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2023-24 in respect of Group 'A', Group 'B' and Group 'C' officers of CSS/CSSS/CSCS through SPARROW Portal-reg.**

The undersigned is directed to refer DoPT's OM No. F.No. 22-8/2024-CS.I (APAR) dated 28.03.2024 regarding the subject mentioned above and to state that Submission of Self Appraisal to the reporting officer is 15<sup>th</sup> April, 2024 and the date of auto forwarding of APARs to next level is 15<sup>th</sup> May, 2024. For further timeline, may refer the above mentioned DoPT's letter.

2. All the Officers of CSS/CSSS/CSCS cadre are requested to check basic information (Reporting/Reviewing/Accepting authority by clicking on workflow details and APAR period) before submitting the APAR to the next authority. Discrepancy, if any in workflow channel in SPARROW portal may be communicate to the Admn section by e-mail at [admn-mowr@nic.in](mailto:admn-mowr@nic.in) within the stipulated timeline as given in above mentioned letter.

Encl: As above.

  
(Vikash Khichi)  
Section Officer (Admn)  
Tel No. 23710333  
Email: [admn-mowr@nic.in](mailto:admn-mowr@nic.in)

To

1. All the concerned officers of DoWR, RD & GR.
2. For uploading on intranet.

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

2<sup>nd</sup> Floor, A- Wing, Lok Nayak Bhawan,

Khan Market, New Delhi-110003,

Dated the 28<sup>th</sup> March, 2024.

**OFFICE MEMORANDUM**

**Subject: Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2023-24 in respect of Group 'A', Group 'B' and Group 'C' officers of CSS/CSSS/CSCS through SPARROW portal - reg.**

The undersigned is directed to refer to Do&PT's OM No.22011/2005-Estt.(A)(Pt.II) dated 23<sup>rd</sup> July, 2009 and other relevant circulars wherein instructions regarding timely preparation and recording of the APARs are mentioned. All Ministries/Departments participating in CSS/CSSS/CSCS cadres are, therefore, requested to strictly follow the timelines given in the **Annexure** for recording the online APARs for the reporting year 2023-24 in respect of Group 'A', 'B' and 'C' officers on SPARROW portal as prescribed vide Do&PT's O.M. under reference.

2. Further, it has now been decided to introduce auto forwarding of APARs for the reporting year **2023-24 onwards** by giving one month's extra time to the Officer Reported Upon (ORU), Reporting Officer (RO) and Reviewing Authority (RA) for submitting self appraisal/assessment/review. In case of non-submission of self appraisal by ORU, assessment by RO and review by RO within the additional time limit of one month from the usual time-limit given at respective stages from the last date of completion of activity as mentioned in the **Annexure**, the APARs will automatically get forwarded to RO and then to RA and so on and the respective officers will lose their chances to record their self-appraisal/assessment/review for the period of the APAR and the auto forwarded APAR will not be available to ORU/RO/RA under any circumstances.

3. Therefore, all the Nodal officers for SPARROW of all the cadre units of CSS/CSSS/CSCS may take required urgent action for generation of APAR forms in a timely manner so that the APAR



exercise for the reporting year 2023-24 can be initiated and completed as per the time schedule. The Nodal Officers are also requested to bring the above facts and timelines to all the officers of CSS/CSSS/CSCS and their ROs and RAs for timely completion of the APARs. The Nodal Officers are requested to ensure correct mapping of ORU, RO and RA at the time of generation of APARs of an officers as after auto forwarding of APARs there would be no provision available for reversion of the APARs.

(Rajeev Nayan)

Under Secretary to the Govt. of India

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E-Mail:- rajeev.nayan@nic.in

To: All Ministries /Departments through DoP&T website

Copy for: 1. Information to: NIC SPARROW (Helpdesk)

2. DS CS-II in r/o CSSS/CSCS

**Annexure of O.M. No.22-8/2024-CS.I (APAR) dated 28.03.2024**

S. No.	Activity	Date by which the activity to be completed	Date of auto forwarding of APARs to next level
1.	Distribution of blank APARs forms to all concerned	31st March, 2024	30th April, 2024
2.	Submission of Self Appraisal to the reporting officer	15th April, 2024	15th May, 2024
3.	Forwarding of report by reporting officer to	30th June, 2024	31st July, 2024

	reviewing officer		
4.	Forwarding of report by Reviewing Officer to Administration/APAR cell	31st July, 2024	31st August, 2024
5.	Disclosure of APARs to the ORU	01st September, 2024	1st October, 2024
6.	Receipt of representation, if any, on PAR	15 days from the date of receipt of communication	
7.	Forwarding of representation to the competent authority	21st September, 2024	Maximum permissible 21.10.2024
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	
9.	Communication of the decision of the competent authority on the representation by the APAR Cell	15th November, 2024	By 15th December, 2024
10.	End of the entire APAR process, after which the APAR will be finally taken on record.	30th November, 2024	31st December, 2024 Auto closure of the APAR in SPARROW

