

No. A-28011/01/2018-IIS
Government of India
Ministry of Information & Broadcasting
IIS Section

‘A’ Wing, Shastri Bhavan, New Delhi
Dated the 25th May, 2018.


OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Window) in respect of IIS Group ‘A’ and ‘B’ officers – regarding.

The undersigned is directed to refer to this Ministry’s I.D. of even number dated 15.02.2018 on the above cited subject.

2. The DoP&T, while keeping in view the practical difficulties and technical problems faced by some cadre controlling authorities of organized Group ‘A’ Services have revised the calendar of recording APAR through SPARROW vide their O.M. No. 21011/02/2015-Estt.A-II(Part.II) dated 21.05.2018. They have mentioned that the revision in the target dates for recording APAR through SPARROW is one time measure and no remarks shall be recorded in the APAR for the year 2017-2018 after 31.12.2018.

3. The matter has been examined in the Ministry and it has been decided with the approval of competent authority to adopt the above mentioned revised calendar of recording APAR through SPARROW web-portal for the year 2017-2018 in respect of IIS Group ‘A’ as well as of Group ‘B’ officers. Accordingly, the revised calendar in respect of IIS is attached herewith for circulation amongst officers and taking further necessary action.


25.05.2018

(D.K. Chawla)

Under Secretary to Govt. of India
Tel. 23389460

To

All the Media Heads, Ministry of I&B
All PAR Managers (As per list)

Annexure to Ministry of I&B's O.M. No. A-28011/01/2018-IIS dated 25th May, 2018

Time schedule for generation and recording of APAR for the year 2017-2018 through SPARROW web portal.

S. No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to the reporting officer.	31 st July, 2018.
2.	Forwarding of report by reporting officer to reviewing officer.	16 th August, 2018.
3.	Forwarding of report by reviewing officer to accepting authority	31 st August, 2018.
4.	Appraisal by accepting authority and forwarding to Custodian,	15 th September, 2018.
5.	Disclosure of APAR to the officer reported upon	25 th September, 2018.
6.	Receipt of representation, if any, on APAR.	15 days from the date of communication.
7.	Forwarding of representation to the competent authority	31 st October, 2018
8.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority.
9.	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.
10.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st December, 2018.

Sl. No.	Media unit	Custodian of SPARROW	PAR Manager
1.	DAVP	Shri Ghansyam Goel Director General, DAVP, New Delhi	Shri L. Madhunag, Director, DAVP, New Delhi
2.	DFP	O/o Media Head, DFP, New Delhi	Shri Uttam Biswas, Assistant Director, DFP, New Delhi
3.	EMMC	Shri Satish Namboothiripad ADG,EMMC, New Delhi	Shri Kamla Verma, Deputy Director, EMMC, New Delhi
4.	NSD:AIR	DG(News), NSD:AIR, New Delhi	Shri Rajesh Kumar Jha, Director (News), NSD:AIR, New Delhi
5.	PIB	Shri Sitanshu Ranjan Kar, Director General(M&C),PIB, New Delhi	Shri Manoj Kumar Nirbheek, Deputy Director (Vig.), PIB, New Delhi
6.	DDN	Smt.Ira Joshi DG, DDN, New Delhi	Shri Hakam Singh, DD, DDN, New Delhi
7.	DPD	Shri Pushpinder Kaur, Director (A), DPD, New Delhi	Shri B.K.Biswas, Dy. Director (A), DPD, New Delhi
8.	RNI	Smt. Himani Sarad, Dy. Press Registrar, RNI, New Delhi	Shri Anand Chaturvedi, Registration Assistant, RNI, New Delhi
9.	DPR (Def.)	Sh. Nungsanglemba Ao, Director (PR), DPR (Def.), New Delhi	Sh. G. Singaravelu, Director (Adm), DPR (Def.), New Delhi
10.	NMW	Shri Chaitanya Prasad,ADG, NMW, New Delhi	Shri Simmi Kumar, RO (Admin), NMW, New Delhi
11	NFAI	Shri Prakash Bhupal Magdum Director, NFAI, Pune	Shri Santosh Gopal Ajmera, O.S.D., NFAI, Pune