

Reminder
Most Immediate

No.5/2020-C.R. Cell
Government of India
(भारत सरकार)
Ministry of Fisheries, Animal Husbandry and Dairying
(मतस्यपालन, पशुपालन एवम् डेयरी मंत्रालय)
Department of Animal Husbandry and Dairying
(पशुपालन एवम् डेयरी विभाग)

Krishi Bhawan, New Delhi
Dated: 22nd May, 2023

OFFICE MEMORANDUM

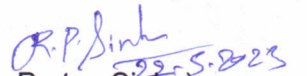
Subject: **Timely completion of APARs for the assessment year 2022-23 – reg.**

The undersigned is directed to invite attention to DoP&T's guidelines/instructions to all the Group - A, B and C Officers of CSS/CSSS/CSCS/ISS/SSS cadres regarding adherence to the time-schedule for completion of APARs for the year 2022-23 through SPARROW portal. The timelines are as under:

Submission of Self-Appraisal by the Officer Reported Upon (ORU).	15 th April, 2023
Submission of report by Reporting Officer to Reviewing Officer	30 th June, 2023
Report to be completed by Reviewing Officer	31 st July, 2023
Appraisal by Accepting Authority, wherever provided	31 st August, 2023
End of entire process after which APAR will be finally taken on record	30 th November, 2023

3. It is observed from the data available on the SPARROW portals that APARs of some of the Officers/officials of this Department are pending at initial level.

4. All the officers/staff of this Department covered through 'SPARROW' Portal are requested to adhere to the time schedule for 2022-2023 strictly and get their APARs completed from respective authorities.


(Ram Pratap Sinha)

Under Secretary to the Government of India

To

1. All authorities concerned and staff.
2. NIC, DAHD with request to upload the same on Department's website.
3. O/o: Additional Secretary and all Joint Secretaries of this Department.
4. Sr. PPS to Secretary (AHD).
5. PS to Hon'ble Minister (F, AH&D).
6. PS to Hon'ble MoS (F, AH&D).
7. The Deputy Secretary (IT), DAHD, Krishi Bhawan, New Delhi.