

***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: 9 April, 2024

**OFFICE MEMORANDUM**

Subject: Timelines for recording of APARs for the reporting year 2023-24 – reg.

The undersigned is directed to refer to DoPT's OM No. 22-8/2024-CS.I (APAR) dated 28<sup>th</sup> March, 2024 on the subject cited above and to say that the timelines for recording of APARs at various stages as given in the table below are to be followed strictly as it has now been decided by the DoPT to introduce auto forwarding of APARs from the reporting year 2023-24 onwards. The timelines (irrespective of the ones shown on the portal) are as under:

<b>S.No</b>	<b>Activity</b>	<b>Date by which the activity to be completed</b>	<b>Date of auto forwarding of APARs to next level</b>
1.	Distribution of blank APARs forms to all concerned	31 <sup>st</sup> March, 2024	30 <sup>th</sup> April, 2024
2.	Submission of Self-Appraisal to the reporting officer	15 <sup>th</sup> April, 2024	15 <sup>th</sup> May, 2024
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> June, 2024	31 <sup>st</sup> July, 2024
4.	Forwarding of report by Reviewing Officer to Administration/APAR cell	31 <sup>st</sup> July, 2024	31 <sup>st</sup> August, 2024
5.	Disclosure of APARs to the ORU	01 <sup>st</sup> September, 2024	1 <sup>st</sup> October, 2024
6.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	
7.	Forwarding of representation to the competent authority	21 <sup>st</sup> September, 2024	Maximum permissible 21.10.2024

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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	15 <sup>th</sup> November, 2024	By 15 <sup>th</sup> December, 2024
10.	End of the entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November, 2024	31 <sup>st</sup> December, 2024 Auto closure of the APAR in SPARROW

2. From 2023-24 reporting year onward, 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. All the officers/staff of this Department of different cadre viz. CSS, ISS, CSSS, SSS, CSCS and DAHD (Veterinary Doctors & Dairy Technical Officers) covered through 'SPARROW' Portal are, therefore, requested to strictly adhere to the time schedule for 2023-24 and get their APARs completed/recorded in time.

Signed by Ram Pratap  
Sinha  
Date: 09-04-2024 13:12:31  
Reason: Approved

(Ram Pratap Sinha)

Under Secretary to the Government of India

To

1. PS to Hon'ble Minister (FAHD).
2. PS to Hon'ble MoS (SKB) (FAHD).
3. Sr. PPS to Secretary (AHD).
4. PPS to AS (VJ)/ AHC/ JS (OPC)/ JS (SC)/ JS (SSP)/ JS (GNS)
5. All officers/sections in/under the Department of Animal Husbandry and Dairying.
6. NIC, DAHD with a request to upload the same on the Department's website and e-office Notice Board. ✓