

**File No. C-31018/3/2021-Vigilance**  
Government of India  
(भारत सरकार)  
Ministry of Fisheries, Animal Husbandry and Dairying  
(मत्स्यपालन, पशुपालन एवं डेयरी मंत्रालय)  
Department of Animal Husbandry and Dairying  
(पशुपालन एवं डेयरी विभाग)

Krishi Bhawan, New Delhi

Date: 9th May, 2025

**OFFICE MEMORANDUM**

Subject:- Timelines for recording of PARs for the year 2024-2025 under AIS (PAR) Rules- reg.

The undersigned is directed to refer to DoP&Ts letter No. 3/4/2019-EO(PR) dated 02.05.2025 regarding the Timelines for recording of APARs for the year 2024-2025 under AIS (PAR) Rules.

2. All administrative authorities of the Department are requested to take note of the time limit and the procedures in the guidelines and further bring them to the notice of all concerned i.e. sub-ordinate or attached bodies of the Department for strict compliance.

**Encl.: As above**

Digitally signed by  
SURESH CHANDRA KASHYAP  
Date: 09-05-2025 17:33:00

**(S.C. Kashyap)**  
Deputy Secretary to the Govt. of India  
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✉ sckashyap.05@gov.in

To :

1. All the Joint Commissioners of the Department
2. Deputy Secretary, Estt.-I (HQ), DAHD, Krishi Bhawan, New Delhi
3. Deputy Secretary, Estt. (LH), DAHD, Chanderlok Building, Janpath, New Delhi
4. Under Secretary, (AQCS), DAHD, Krishi Bhawan, New Delhi
5. Under Secretary, Estt.-IV (CDD), DAHD, Krishi Bhawan, New Delhi
6. Under Secretary, (NLM), DAHD, Chanderlok Building, Janpath, New Delhi
7. NIC, DAHD - for uploading the same on Department's web-site.

No. 3/4/2019 – EO(PR)  
Government of India  
M/o Personnel, Public Grievances & Pensions  
D/o Personnel & Training

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North Block, New Delhi  
Dated the 2<sup>nd</sup> May, 2025

To

The Chief Secretaries of States / UTs

Sub: Timelines for recording of PARs for the year 2024-2025 under AIS(PAR) Rules – reg.

Sir/Madam,

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

2. 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 a specified due date has been introduced from the assessment year 2019-20 in SPARROW.

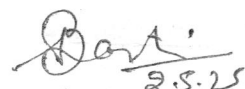
3. It is reiterated that once the PAR gets closed on the midnight of 31<sup>st</sup> December, it gets auto-forwarded in the online dossier of the ORU and is treated as deemed disclosure. In cases, where the PAR could not be uploaded on to the system by the midnight of 31<sup>st</sup> December and is physically disclosed, the number of days for having comments of the ORU on the PAR is counted from the date on which the PAR has been physically disclosed.

4. The timelines for recording of the PARs are mentioned in AIS(PAR) Amendment Rules, 2019. However, queries from various State Governments/Ministries are still being received regarding timelines to be followed for the period 2024-2025. In this regard, it is stated that timelines for the current assessment year 2024-25 are same as laid down in the afore-mentioned rule :

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	30 <sup>th</sup> September	1 <sup>st</sup> October
Appraisal by Accepting Authority	31 <sup>st</sup> December	Auto closure 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 FAR will get auto-forwarded to the next level.

Yours faithfully,



(Anil Bajpai)

Under Secretary to the Government of India

Tel: 23092112

Copy for information and necessary action to :-

- (1) All Ministries/Departments of Government of India
- (2) The President's Secretariat, New Delhi
- (3) The Prime Minister's Office, New Delhi
- (4) The Cabinet Secretariat, New Delhi
- (5) The Rajya Sabha Secretariat, New Delhi
- (6) The Lok Sabha Secretariat, New Delhi
- (7) NITI Aayog, New Delhi
- (8) Election Commission, New Delhi
- (9) UPSC, New Delhi
- (10) Central Vigilance Commission, New Delhi
- (11) O/o Comptroller & Auditor General, New Delhi
- (12) Director General, NIC, Ministry of Electronics & Information technology,  
Block, CGO Complex, Lodhi Road, New Delhi – 110003
- (13) Additional Secretary, UT, MHA, North Block, New Delhi for taking similar  
action in r.o. AGMUT Cadre officers.