

No.5/2020-C.R. Cell  
Government of India

(भारत सरकार)

Ministry of Fisheries, Animal Husbandry and Dairying

(मतस्यपालन, पाशुपालन एवम् डेयरी मंत्रालय)

Department of Animal Husbandry and Dairying

(पाशुपालन एवम् डेयरी विभाग)

Krishi Bhawan, New Delhi

Dated. 17.06.2021.

OFFICE MEMORANDUM

Subject: Timely preparation and proper maintenance of APAR for year 2020-21.

The undersigned is directed to invite attention to Department of Animal Husbandry, Dairying O.M. No. 5/2020-CR Cell dated 30.03.2021 wherein guidelines & time schedules were issued to all the officers/staff of this Department in respect of timely initiation/completion of APARs for years 2020-21.

2. DOP&T, vide their O.M., dated 14.04.2021 and 17.05.2021 has given instruction to all Group-A, B and C Officers of CSS/CSSS/CSCS Cadre for adherence of following time-schedule for completion of APAR for year 2020-21 through SPARROW portal: -

Submission of Self-Appraisal to Reporting Officer by officer to be reported upon.	30 <sup>th</sup> June, 2021.
Submission of report by Reporting Officer to Reviewing Officer	31 <sup>st</sup> July, 2021.
Report to be completed by Reviewing Officer and to be sent to CR Section.	31 <sup>st</sup> August, 2021

3. It is seen that despite instructions regarding timely initiation/completion of APAR, the timelines are generally not strictly adhered to. Accordingly, software namely 'SPARROW' Portal has been introduced for online recording of APAR. However, the officers of other cadres/levels for whom online system has not been introduced, are required to submit, their APAR in hard copy/physical form.

4. All the officers/staff of this Department covered in 'SPARROW' Portal are requested to adhere to the time schedule for 2020-2021 strictly, otherwise action could be taken in accordance with the guidelines issued by DoPT.

5. All officers /staff of this Department whose APAR is required to be recorded physically form are requested to download their APAR Performa from website of this Department and they may complete their APAR for the year 2020-2021, within the stipulated time period. Further, officials who recorded their Self-appraisal to concerned Reporting Authority in physical format may acknowledge the receipt to CR Cell.

(Deepak Sethi)

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. PS to all Joint Secretaries of this Department.
4. Sr. PS to Secretary (AHD).
5. PS to Hon'ble Minister of Fisheries, Animal Husbandry & Dairying.
- 6 . The Deputy Secretary (IT), DAHD, Krishi Bhawan, New Delhi.