

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 एवं डेयरी विभाग)

Krishi Bhawan, New Delhi

Dated. 30.03.2021

**OFFICE MEMORANDUM**

Subject:- Timely preparation and proper maintenance of APAR.

The undersigned is directed to invite attention to Department of Animal Husbandry, Dairying O.M. on even number, dated 18.03.2020 wherein guidelines were issued to all the officers/staff of this Department in respect of timely initiation/completion of APARs.

2. DoP&T has observed the following:

"The Secretary in the Department/Head of Organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned."

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' for IAS/IFS/IES/IOFS/ISS/SSS/CSS/CSSS/CSCS Officers 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 APARs in hard copy/physical form.

4. All the officers/staff of this Department (including the officers covered in 'SPARROW' are requested to adhere to the time schedule for 2020-21 (printed overleaf) 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 2020-21, 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

Tel: 23386099

**Encl: as stated.**

1. All authorities concerned and staff.
2. Deputy Secretary (IT), AHD, Krishi Bhawan, New Delhi.
3. NIC, DAHD with request to upload the same on Department's website.

Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer reported upon where there is accepting authority	01 <sup>st</sup> September  15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR  (a) where there is accepting authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November