



Government of India
Dr. Ram Manohar Lohia Hospital, New Delhi
Ministry of Health and Family Welfare



F.No. Misc/2019-20-RMLH(APAR)/14

Dated: 09/06/2020

Sub: Online recording of APARs through SPARROW for CHS and Dental doctors for the year 2019-20 onwards.

Please find enclosed herewith a copy of OM No. 21011/02/2015-Est(A-II)-Part II dated 30th March, 2020 issued by Department of Personnel & Training.

All the CHS & Dental doctors are hereby informed that the process of online recording of APARs through SPARROW (Smart Performance Appraisal Report Recording Online Window) for the year 2019-20 has started. The APARs have been sent to the respective accounts of SPARROW. All the officials are hereby requested to fill their APARs online through SPARROW.

The officials who have not submitted the form of Personal Details (Part -I) are once again requested to submit the same to aparrmlh@gmail.com latest by **18.6.2020**. These details are to be incorporated in their account. In case, the details are not sent by the official within the stipulated time, the same will not be incorporated in their account at a later stage and no request in this regard will be entertained.

(Pankaj Kumar Sinha)
Deputy Director (Admn.)

Copy to:

1. As per list enclosed(Through e-mail/Whatsapp number/RML website).

**ANNUAL PERFORMANCE APPRAISAL REPORT
FOR
OFFICERS OF THE CENTRAL HEALTH SERVICE**
Reporting for the year/period 2019-20

Part-I (PERSONAL DATA)

(TO BE FILLED BY OFFICER)

1.	Name of the Officer	
2.	Designation	
3.	Date of Birth	
4.	Date of Joining Central Health Services	
5.	Name of Sub-Cadre Speciality	
6.	Date of continuous appointment to present Grade	
7.	Level in Pay Matrix	
8.	Department/Organization where working since when	

10. Period of absence from duty (on leave, training, any other reason (specify)

(w.e.f. 01/04/2019 to 31/03/2020)

Absence Category	Period From	Period To	Type	Remarks

11. Date of Filling the Annual Property Return

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Name of the Reporting Officer for the period of 2019-20	
Name of the Reviewing Officer for the period of 2019-20	

Signature with stamp of the officer

No.21011/02/2015-Est(A-II)-Part II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

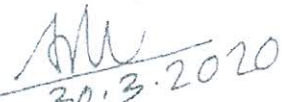
North Block, New Delhi
30th March 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-2020.

In continuation of this Department's O.M. No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020 extending the timeline for distribution of blank APAR forms and completion of self-appraisal for Group 'A' officers of Central Civil Services owing to situation arising out of the lockdown due to spread of corona virus, it has been decided, with the approval of the competent authority, that the revised target dates for distribution/online generation, recording and completion of entire APAR process for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services shall be as specified in the Annexure. This relaxation is a one-time measure **only** for the APAR year 2019-20, and is subject to the condition that, no remarks shall be recorded in the APAR for the year 2019-20 after 31.12.2020. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.

2. It has further been decided that for the APAR year 2019-20, the extended timelines specified in the Annexure **shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020**. They shall be allowed to record their remarks till the respective extended cut-off dates.


30.3.2020
(Sujata Chaturvedi)
Additional Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India
Copy to :

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT Website.

**Time schedule for recording and completion of APAR for the year 2019-2020
for Group 'A', 'B' and 'C' officers of Central Civil Services.**

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms	31 st May 2020 (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	30 th June 2020
3.	Forwarding of report by reporting officer to reviewing officer	31 st July 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	31 st August 2020
5.	Appraisal by Accepting Authority, wherever provided	30 th September 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10 th September 2020 10 th October 2020
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	30 th September 2020 31 st October 2020
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which APAR will be finally taken on record	31 st Dec 2020