



Directorate General of Human Resources Development, HRM
Central Board of Indirect Taxes & Customs,
(Government of India, Ministry of Finance, Department of Revenue)
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F.No. 8/1/BVS/HRD(HRM-I)/SPARROW/2019/1

Dated: 23.04.2019

To

The Principal Chief / Chief Commissioners of Customs and GST (All),
The Principal Directors General/ Directors General of Customs and GST (All),
The Pr. Commissioner/Commissioner I/ C of Directorates (All),
The Pr. Commissioner/Commissioner, Settlement Commission (All),
The Pr. Commissioner/Commissioner, CESTAT (All),
The Pr. Commissioner/Commissioner, Authority for Advance Ruling (All),
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.
The Pr. Commissioner (Coordination), CBIC, New Delhi
All Pr. Commissioners/Commissioners in Board(CBIC).

Sir/ Madam,

Subject: Online writing of APAR in SPARROW for 2018-19-Extension of APAR timelines by DoPT - reg.

With reference to the above subject, please find the enclosed Office Memorandum F. No. 21011/2/2015-Estt. (A-II)-Part-II dated 18.04.2019 of Department of Personnel & Training, MoPPP, Govt. of India. Please also refer to DGHRD letter F.No 8/1/BVS/HRD/HRM-I/APAR/2019 dated 21 Feb,2019.

Vide the O.M. dated 18.04.2019, the DoPT has relaxed the target dates as one time measure only for online generation, filing of self-appraisal, reporting, reviewing and acceptance of APARs for cycle 2018-19 through SPARROW portal. The revised timelines for self-appraisal, reporting and reviewing are as below:-

Sr.No	Activity	Revised Target Date
1	Self-appraisal of APAR	30th June,2019
2	Reporting of APAR	31st July,2019
3	Reviewing of APAR	31st August,2019

In this regard, it is requested to ensure that the revised target dates for APAR cycle 2018-19 in online SPARROW may be strictly adhered to by all officers under your charge/jurisdiction.

Yours faithfully,



(Vishnu Kumar)

Joint Director, HRM-I

Encl: As above

No.21011/02/2015-Est(A-II)-Part II
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
North Block, New Delhi – 110001
Dated the 18th April 2019

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Window) of Group 'A', 'B' and 'C' officers— Extension of timelines for completion of APAR online for the year 2018-19.

The undersigned is directed to say that a large number of officers of the Central Government Ministries/Departments have been deputed for election duty in the General Election to the Lok Sabha, 2019. It is understood there would be practical difficulties in recording of APAR online as per the target dates prescribed in DoPT O.M.No.21011/01/2005-Estt.(A)(Pt.II) dated 23rd July, 2009, through SPARROW platform, for officers deputed for election duty.

2. The matter has been examined in this Department and it has been decided with the approval of competent authority that the target dates prescribed in O.M. dated 23rd July, 2009 be relaxed as one time measure only for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for the year 2018-19 through SPARROW portal for all Group 'A', 'B' and 'C' officers. The revised target dates for online recording and completion of entire APAR process for the year 2018-19 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2018-19 after 31.12.2019. 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.

Jamani
18/04/2019
(Jayashree Chellamani)

Under Secretary to the Government of India

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.

Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 18th April, 2019

Time schedule for generation and recording of APAR for the year 2018-19 online through SPARROW web portal for Group 'A', 'B' and 'C' officers

S.No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer.	30 th June, 2019
2.	Forwarding of report by reporting officer to reviewing officer	31 st July, 2019
3.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 st August, 2019
4.	Appraisal by accepting authority, wherever provided	15 th September, 2019
5.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 th September, 2019
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	25 th September, 2019
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the competent authority (iii) where there is no accepting authority for APAR (iv) Where there is accepting authority for APAR	30 th September, 2019 31 st October, 2019
8.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority.
9.	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.
10	End of entire APAR process, after which the APAR will be finally taken on record	31 st December 2019

Jenani
18/04/2019