

जैड-16024/05/2017-सीएचएस-V

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
(सीएचएस प्रभाग)

निर्माण भवन, नई दिल्ली-110011

दिनांक जुलाई, 2017

कार्यालय ज्ञापन

विषय:- वर्ष 2016-17 के लिए स्पैरो (स्मार्ट निष्पादन मूल्यांकन रिपोर्ट रिकॉर्डिंग विंडो) के माध्यम से सीएचएस और दंत विभाग के चिकित्सकों की एपीएआर की ऑनलाइन रिकॉर्डिंग।

अधोहस्ताक्षरी को उपर्युक्त उल्लिखित विषय का संदर्भ लेने तथा यह कहने का निदेश हुआ है कि कार्मिक और प्रशिक्षण विभाग ने दिनांक 13.06.2017 के का.ज्ञा. सं. 21011/02/2015-स्था (ए-II)-पार्ट II के जरिए संगठित समूह क सेवाओं से संबंधित अधिकारियों के एक बारगी उपाय के रूप में ई-एपीएआर तैयार करने के लिए समय-सीमा में छूट के संबंध में निर्देश जारी किया है। उक्त कार्यालय ज्ञापन की एक प्रति यहां संलग्न है चूंकि वर्ष 2016-17 से सीएचएस और दंत चिकित्सकों के एपीईआर को भी स्पैरो सॉफ्टवेयर के माध्यम से ऑनलाइन रिकॉर्ड किया जाना है, इसलिए उक्त निर्देशों पर ध्यान दिया जाए। यह भी अनुरोध किया जाता है कि उपर्युक्त कार्यालय ज्ञापन में उल्लिखित निर्देशों को सभी संबंधित पणधारकों के बीच व्यापक रूप से परिचालित किया जाए ताकि वे वर्ष 2016-17 के लिए सीएचएस और दंत चिकित्सकों की एपीईआर को पूरा करने के लिए अपनी ओर से समय पर कार्रवाई कर सकें।

संलग्न: उपरोक्तानुसार

(सितांशु मोहन रौतरे)

अवर सचिव, भारत सरकार
टेलीफैक्स सं.23062550

सेवा में,

सीएचएस के सभी प्रतिभागी इकाइयां

प्रतिलिपि:

निदेशक, एनआईसी, उपर्युक्त कार्यालय ज्ञापन को मंत्रालय की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

114

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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 13th June 2017

OFFICE MEMORANDUM

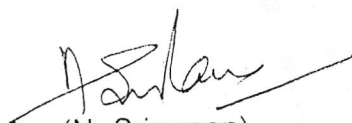
Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recoding Window) for all Organised Group 'A' services – Extension of timelines for completion of APAR for the year 2016-17.

As all the Cadre Controlling Authorities of Organised Group 'A' Services are aware that it has been decided to implement online generation and recording of Annual Performance Assessment Report (APAR) of officers under their cadre from the reporting year 2016-17, through SPARROW platform.

2. Some of the Cadre Controlling Authorities have intimated practical difficulties in switching over from manual to online mode of recording of APARs. In view of this, the cadre authorities have expressed apprehensions that target dates prescribed in DoPT O.M.No.21011/02/2009-Estt.(A) dated 23rd July, 2009 may not be met and have requested for extension of timelines.

3. The matter has been examined in this Department and it has been decided that the target dates prescribed in O.M. dated 23rd July, 2009 be relaxed as one time measure only for online generation, filling up self-appraisal, reporting, reviewing and acceptance of APAR for the year 2016-17 through SPARROW portal. The revised target dates for recording of APAR online for the year 2016-17 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2016-17 after 31.12.2017. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment within stipulated time.

4. This has the approval of Secretary, DoPT.


(N. Sriraman)
Director(E-II)

25 CMS
To


To

All Cadre Controlling Authorities of Organised Group 'A' Services (As per list attached)

Copy to: All Ministries and Department.

Copy also to:

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


Sh. Sudhir Kumar
Jt. (Admin.)
M/Health & W.
CHS

P.S. to
S.S.
CO-11
153

10/11/17
16/11/17
19.08.2017
S.O. CCHB-APAR

Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 13th June 2017

Time schedule for generation and recording of APAR for the year 2016-17 through SPARROW web portal.

S.No.	Activity	Date by which to be completed
1	Submission of self-appraisal to the reporting officer.	31 st July, 2017
3.	Forwarding of report by reporting officer to reviewing officer	16 th August, 2017
4.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 st August, 2017
5.	Appraisal by accepting authority, wherever provided	15 th September, 2017
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 th September, 2017
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	25 th September, 2017
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
8.	Forwarding of representation to the competent authority	
	(i) where there is no accepting authority for APAR	30 th September, 2017
	(ii) Where there is accepting authority for APAR	31 st October, 2017
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 the APAR will be finally taken on record	31 st December 2017

