

**By Speed Post**

F. No A-28012/11/2020-APAR  
Government of India  
Ministry of Health and Family Welfare  
(CHS Division)

Nirman Bhawan, New Delhi-110011  
Dated the 16th November, 2023

To

The Heads of all participating units of CHS (as per list enclosed)

Subject: Completion of e-APARs for 2022-23 of CHS and Dental doctors working under MoHFW on SPARROW web portal -reg.

Sir/Madam,

I am directed to refer to this Ministry's letter No. A-28012/13/2023-APAR dated 30.06.2023 and letter of even number dated 24.08.2023 (copy enclosed) on the above mentioned subject.

2. In this regard, it is stated that the status of e-APARs of CHS and Dental doctors working under Ministry of Health and Family Welfare has been perused on SPARROW portal and it is found that a large number of e-APARs are still pending for completion at various levels.

3. Since as per instructions issued by DoPT vide OM No.21011/1/2005-Estt.(A) (Pt-II) dated 23.07.2009, e-APARs of 2022-23 for all organized Group "A" service are required **to be completed by 30.11.2023**, all CHS units as well as concerned officers are requested to take immediate necessary action for completion of pending e-APARs within stipulated period of time i.e. upto 30.11.2023. No remarks shall be recorded in the APAR for the year 2022-23 after 30.11.2023.

Encl: As above

Signed by Vinay Kumar  
Date: 16-11-2023 12:50:28  
Reason: Approved  
(Vinay Kumar)

Under Secretary to the Govt. of India  
Tele No.: 23061203

To

All participating units of CHS (as per Annexure I)

Copy to:

- (i) Sr. PPS to HFM
- (ii) Sr. PPS to Secretary (H)
- (iii) Sr. PPS to DGHS

- (iv) Sr. PPS to Addl. Secretary (H)
- (v) PS to AS&DG (CGHS)
- (vi) PS to Director (CGHS)
- (vii) PS to JS (Adm)
- (viii) NIC to upload this letter on website of Ministry of Health & Family Welfare

### **Annexure I**

1. The Secretary, Government of NCT of Delhi, Department of Health and Family Welfare, 9<sup>th</sup> Floor, A-Wing, Delhi Secretariat, New Delhi - 110002.
2. The Medical Superintendent, Dr. RML Hospital, New Delhi-110001.
3. The Medical Superintendent, VMMC & S. J. Hospital, New Delhi-110029.
4. The Director, Lady Hardinge Medical College & SSK Hospital, New Delhi -110001.
5. The Dean, Maulana Azad Medical College, Bahadur Shah Zafar Marg, New Delhi- 110002.
6. The Director, Govind Ballabh Pant Institute of Postgraduate Medical Education & Research, 1, Jawaharlal Nehru marg, New Delhi-110002.
7. Medical Superintendent, Guru Teg Bahadur Hospital, Shahdara, Delhi- 110095.
8. The Director, Central Government Health Scheme, Nirman Bhawan, New Delhi-110011.
9. The Director, Directorate of Health Services, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi- 110092.
10. The Additional Director (HQ), Central Government Health Scheme, CGHS Bhawan, Sector -13, R. K. Puram, New Delhi- 110066.
11. The Additional Director, South Zone, Central Government Health Scheme, Sector -8, R. K. Puram, New Delhi- 110022.
12. The Additional Director, Central Zone, Central Government Health Scheme, Chitragupta Road, Aaram Bagh, New Delhi-110055.
13. The Additional Director, North Zone, Central Government Health Scheme, CGHS Building, New Rajinder Nagar, Delhi -110060.
14. The Additional Director, East Zone, Central Government Health Scheme, CGHS Building, Laxmi Nagar, Delhi- 110092.
15. The Additional Director CGHS, 2<sup>nd</sup> Floor, Sangam Place Civil Lines, Allahabad- 211001.

16. The Additional Director, CGHS, Ashram Road, Opp. Batra Showroom Gujarat Tourist Lane, Ahmedabad- 380009.
17. The Additional Director, CGHS, AG's Colony, Unit-IV, Bhubaneswar, Odisha- 751001.
18. The Additional Director, CGHS, E-IIC, Rajaji Bhavan, Besant Nagar, Chennai- 600090.
19. The Additional Director, CGHS, 249, Napier Town, Shastri Bridge Chowk, Near UTI Bank, Jabalpur- 482001.
20. The Additional Director, CGHS, OLD CGO building (Pratishtha Bhavan) Ground Floor, South Wing 101, Maharshi Karve Marg New Marine Lines, Mumbai- 400020.
21. The Additional Director, CGHS, Jindal Plaza, B-114-115, Bibhuti Khand, Gomti Nagar, Lucknow- 226010.
22. The Additional Director, CGHS, Kendriya Swasthya Bhavan, Prakashnagar, Begumpet near Airport, Hyderabad- 500016.
23. The Additional Director, CGHS, Kendranchal Colony Building Gul Mohar Vihar, P.O. Juhi, Kanpur- 208022.
24. The Additional Director, CGHS, 102, Soti Ganj, Begum Bridge, Meerut- 250001.
25. The Additional Director, CGHS, 2"d Floor, Swasthya Sadan, Mukundnagar, Pune- 411037.
26. The Additional Director, CGHS New AG Colony Post Doranda, Ranchi-934002.
27. The Additional Director, CGHS, Homoeopathy Dispensary Campus, Sestro-34, Chandigarh- 760022.
28. The Additional Director, CGHS, Near TV Tower Square Seminary Hills, Nagpur- 440006.
29. The Additional Director, CGHS, AK Azad Road, Gopinath Nagar, Guwahati- 781003.
30. The Additional Director, CGHS, 2/117, Mosque lane, Kesavadasapuram, Thiruvananthapuram- 695004.
31. The Additional Director, CGHS 6, Esplanade East, Ground Floor, Kolkata- 700069.
32. The Joint Director, CGHS, 19, Navyug Enclave, Indirapuram, Phase-III, Milan Vihar, GMS Road, Dehradun, Uttarakhand-248006.
33. The Additional Director, CGHS, 3rd Floor, E wing, Kendriya Sadan, Koramangala, Bangalore-560034.
34. The Additional Director, CGHS, Kendriya Sadan Parisar Block B, Ground Floor, Sector-10, Vidhyadhar Nagar, Jaipur- 302023.

35. The Additional Director, CGHS, Police LT.l.Building Jahangirbad, Bhopal, Madhya Pradesh - 462008.
36. The Additional Director, CGHS, 54, South Chajju Bagh, Near AIR, Fazar Road, Patna- 800001.
37. The Additional Director, CGHS, Addl. Director, Nongrim Hills, P.O. Laitumkhrah, Shillong-793003.
38. The Director, Lal Bahadur National Academy of Administration, Charleville, Mussoorie Uttarakhand- 248179.
39. The Director, Sardar Vallabh Bhai Patel National Police Academy, Shivrampally, Telangana, Hyderabad- 500052
40. The Director (A & V), Directorate General of Health Service, MoHFW, Nirman Bhawan, New Delhi -110011.
41. The Director, Intelligence Bureau, 35, Sardar Patel Marg, New Delhi-110003.
42. The Director, National Center for Diseases Control, 22 Sham Nath Marg, Delhi- 110054.
43. The Director, Family Welfare Training & Research Centre , 332, S.V.P. Road, Khetwadi, Mumbai, Maharashtra 400004
44. The Director, Rural Health Training Centre, Najafgarh Extension, Najafgarh, Delhi, 110043
45. Assistant Secretary (H), Andaman & Nicobar Administration, Port Blair- 744101.
46. Director of Health Services, Lakshadweep Administration, Kavaratti- 682555.
47. Confidential Secretary to Member (P), Ministry of Communication & IT, Department of Posts, Dak Bhawan, Parliament Street, New Delhi-110001.
48. The Director, Central Research Institute, Kasauli- 173204
49. The Director, Central Water and Power Research Station Khadakwasla, Pune-411024
50. The Principal, Raj Kumari Amrit Kaur College of Nursing, Josip Broz Tito Marg, Lajpat Nagar, New Delhi-110024.
51. The Principal, Lady Reading Health School, Bara Hindu Rao, Delhi -110006.
52. The Under Secretary, W.I. Section, Ministry of Labour and Employment, Jaisalmer House, Man Singh Road, New Delhi-110011
53. The Deputy Director, Directorate of Printing, 106-B, B Wing, Nirman Bhawan, New Delhi-110011.
54. The Deputy Director General (CFI & P), Directorate General of

Training, Ministry of Skill Development & Entrepreneurship, Employment Exchange building, IARI, Pusa Campus, New Delhi-110012.

55. The Chief Engineer (EZ-1), Central Public Works Department, 1<sup>st</sup> M.S.O. Building, 5<sup>th</sup> floor, 234/4, A.J.C.Bose Road, Nizam Palace, West Bangal, Kolkata- 700020.

56. The General Manager, Office of the General Manager, Government Opium & Alkaloid Works, Neemuch- 458441.

57. The Joint Director (PP) & Vigilance Officer, Dte. of Plant Protection, Quarantine & Storage, 923, ITI Rd, Block 4, Gandhi Colony' New Industrial Town, Faridabad, Haryana -121001.

58. The Dy Surveyor General, Survey of India, Hathibarkala, Estate Post Box. No. 37, Dehradun-248001.

59. The Under Secretary (Admin), Department of Family Welfare, MoHFW, Nirman Bhawan, Delhi-110011.

60. The Director, All India Institute of Hygiene & Public Health 110, Chittaranjan Avenue, Kolkatta-700073

By Speed Post

F. No A-28012/13/2023-APAR  
Government of India  
Ministry of Health and Family Welfare  
(CHS Division)

Nirman Bhawan, New Delhi-110011  
Dated the 30<sup>th</sup> June, 2023

To  
The Heads of all participating units of CHS (as per list enclosed)

Subject: Completion of e-APARs for 2022-23 of CHS and Dental doctors working under MoHFW on SPARROW web portal -reg.

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that APARs of CHS and dental doctors working under Ministry of Health and Family Welfare are being recorded electronically on SPARROW portal since 2016-17. Further, as per DoPT's OM No.21011/1/2005-Estt(A)(Pt.II) dated 23.07.2009, there is fixed time lines for completion of APARs at various stages. It has however been found that a large number of e-APARs are not being completed within the prescribed time limit primarily due to the fact that such APARs remain pending at a particular level/stage even after permissible period of time.

2. Accordingly, it has now been decided that in cases where the concerned officers/authorities do not record their remarks/assessment within the permissible period of time, the concerned nodal officers may move such APARs to the next level by using the "FORCE FORWARD" option on the portal.

3. All CHS unit Heads are requested to bring the above referred instructions to the notice of all concerned for strict compliance and to ensure completion of e-APARs of CHS and dental doctors in a time bound manner.

4. This issues with the approval of competent authority.

Yours faithfully

Signed by

Vijay Kumar

(Vijay Kumar)

Date 30-06-2023 17:07:12

Under Secretary to the Govt. of India

To  
All participating units of CHS (as per Annexure I)

Copy to: (i) PS to HFM /PPS to Secretary (H)/PSO to DGHS/ PPS to Special Secretary (H)/ PPS to AS&DG(CGHS)/PS to Director (CGHS)  
(ii) Sr. Technical Director, NIC with the request to upload this letter on website of Ministry of Health & Family Welfare

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To

By Speed Post

DIS/572172/2023  
Total 60



A.28012/11/2020-APAR  
Government of India,  
Ministry of Health & Family Welfare  
CHS Division

Nirman Bhawan, New Delhi.-110011  
Dated : 24th August, 2023

To,

The Heads of all participating units of CHS (as per Annexure I)

Subject: Completion of e-APARs for 2022-23 of CHS and Dental doctors working under MoHFW on SPARROW web portal-reg.

Sir/Madam,

I am directed to refer to this Ministry's letter of even number dated 24.03.2023 (copy enclosed) on the above mentioned subject and to say that despite issuing guidelines w.r.t. timeline for recording of e-APARs on SPARROW portal, it has been observed that the same is not being followed by the concerned units.

2. All the concerned units are again requested for strict compliance of the guidelines (Annexure-II) for recording of e-APARs. Any lapse in the matter will be viewed seriously.

3. This issues with the approval of competent authority

Encl: As above

Yours faithfully,

Signed by Vinay Kumar

Date: 24-08-2023 15:16:54

(Vinay Kumar)

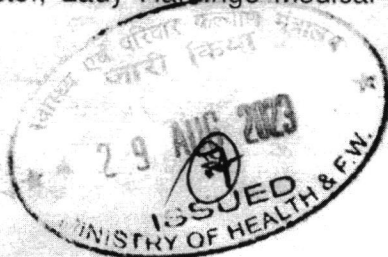
Under Secretary to Govt. of India  
Tele. No.: 011-23061203

Copy to:

- (i) Sr. PPS to Secretary (H) - 3326918
  - (ii) Sr. PPS to DGHS - 3326918(1)
  - (iii) Sr. PPS to Addl Secretary (H) - 3326918(2)
  - (iv) PS to AS&DG (CGHS) - 3326918(4)
  - (v) PS to Director (CGHS) - 3326918(5)
  - (vi) PS to JS (Adm) - 3326918(3)
  - (vii) NIC to upload this OM on website of Ministry of Health & Family Welfare
- 2-160-A

Annexure I

1. The Secretary, Government of NCT of Delhi, Department of Health and Family Welfare, 9th Floor, A-Wing, Delhi Secretariat, New Delhi -110002.
2. The Medical Superintendent, Dr. RML Hospital, New Delhi- 110001.
3. The Medical Superintendent, VMMC & S. J. Hospital, New Delhi- 110029
4. The Director, Lady Hardinge Medical College & SSK Hospital, New Delhi -



PS to Director CHS  
1/346504/23  
NIS/62994/23