

F. No A28012/11/2020-APAR  
Government of India  
Ministry of Health and Family Welfare  
(CHS Division)

Nirman Bhawan, New Delhi.-110011  
Dated:14-03-2024

To,

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

Subject: Completion of e-APARs for 2023-24 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 request to ensure that immediate action is taken for initiation of e-APARS for the period of 2023-24 of CHS and Dental doctors posted under your administrative control on SPARROW Portal so that the same can be recorded as per timeline indicated in Annexure II to this letter.

2. This issues with the approval of the Competent Authority.

Encl: As above

Signed by                      Yours faithfully,  
Vivek Narayan  
Date: 14-03-2024 11:45:14  
(Vivek Narayan)  
Under Secretary to Govt. of India  
Tele. No.: 011-23061203

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 OM on website of Ministry of Health & Family Welfare



## 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 -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, Jawahar Lal 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, 2nd 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, Orissa- 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<sup>nd</sup> 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, Deharadun, Uttarakhand-248006.
  33. The Additional Director, CGHS, 3<sup>rd</sup> 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.I. 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, 1st M.S>O. Building, 5th 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



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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