

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

No.A.28012/1/2024/DPAR/SS-I(3)

Puducherry, dated: 06.05.2024

I.D. NOTE

Sub: Timelines for completion of PARs online in SPARROW by AIS officers for the assessment year 2023-24 - Reg.

Ref: Letter No.3/4/2019-EO(PR) dated 29.04.2024 of the Establishment Officer & Additional Secretary, DoPT, New Delhi

A copy of the communication cited regarding the timelines to be followed for completion of PARs for the assessment period 2023-2024, which is self-explanatory, is enclosed herewith.

2. As there is a provision for **auto-forwarding** of PARs from one stage to the next stage after a specified due date, all the AIS officers are requested to strictly adhere to the stipulated timeline and ensure that the PARs get in full shape.

3. The proforma for Health Checkup, the summary report of which is to be attached with PAR by officers above 40 years of age (for I.A.S. and I.F.S.) and all the I.P.S. officers, can be downloaded from DP & AR website at,

https://dpar.py.gov.in/Forms/Health_Checkup_Proforma.pdf

/ BY ORDER /



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All I.A.S./ I.P.S./I.F.S. officers,
Puducherry.

दीप्ति उमाशंकर, भा.प्र.से.
DEEPTI UMASHANKAR, IAS
स्थापना अधिकारी एवं अपर सचिव
ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY
Tel.: 23092370, Fax: 23093142
E-mail : eo@nic.in



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

No. 3/4/2019-EO(PR)
Dated the 29th April, 2024

Dear Sir / Madam,

As you are aware that electronic recording of PAR was made mandatory from the year 2014-15 and the provision for same was incorporated in the AIS(PAR) Amendment Rules, 2017. Later vide Notification dated 23.07.2019, the AIS(PAR) Amendment Rules, 2019 were notified which, *inter-alia*, introduced auto-forwarding of PARs from one level to next level. In order to give effect to the time-bound recording of PARs, provision for auto-forwarding of PARs from one stage to the next stage after a specified due date has been introduced from the assessment year 2019-20 in SPARROW.

2. It is once again reiterated that once the PAR gets closed on the midnight of 31st December, it gets auto-forwarded in the online dossier of the ORU and is treated as deemed disclosure. In cases, where the PAR could not be uploaded on to the system by the midnight of 31st December and is physically disclosed, the number of days for having comments of the ORU on the PAR is counted from the date on which the PAR has been physically disclosed.

3. The State Governments vide D.O. letters dated 06.05.2022 and 24.04.2023 were informed that auto-forwarding provision in respect of PARs for the assessment year from 2021-22 and onwards would be implemented. However, queries from various State Governments/Ministries are still being received regarding timelines to be followed for the period 2023-2024. In this regard, it is stated that timelines for the current assessment year 2023-2024, are same as mentioned in AIS(PAR) Amendment Rules, 2019:

Activity	Due Date	Auto Forwarding Date
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and Reviewing Authority	1 st April	--
Self appraisal for current year	31 st May	1 st June
Appraisal by Reporting Authority	31 st July	1 st August
Appraisal by Reviewing Authority	30 th September	1 st October
Appraisal by Accepting Authority	31 st December	Auto closure on 31 st December
Disclosure to the officer reported upon	31 st December	--

4. In view of the above, it is requested to direct the concerned authorities to ensure that the afore-said timelines are strictly adhered to failing which PAR will get auto-forwarded to the next level.

With regards,

Yours Sincerely

Deepti

(Deepti Umashankar)



सूचना
का अधिकार Chief Secretaries of the States
(As per Standard List)

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