

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

No.A.28012/1/2022/DPAR/SS-I(3)

Puducherry, dated: 19.04.2022

I.D. NOTE

Sub: Timelines for completion of PARs online in SPARROW by
AIS officers for the assessment year 2021-22 - Reg.

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The PARs in respect of the All India Service officers of this
Administration for the period 2021-22 have been generated and
forwarded in SPARROW on 01.04.2022.

2. The schedule/ cut-off dates as per amended All India Service (PAR)
Rules, 2007 which is uniform for all services and all levels of officers is as
mentioned overleaf.

3. As there is **auto-forwarding** of PARs which are pending beyond
the stipulated timeline, all the AIS officers are requested to strictly adhere
to the stipulated timelines and ensure that the PARs get in final shape.

4. The proforma for Health Checkup, the summary report of which is to
be attached with PAR by officers above 40 years of age, 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.

SCHEDULE FOR COMPLETION OF PARs BY AIS OFFICERS

Reporting Year - Financial Year

Activity	Cut-off dates	
	DUE DATE	AUTO FORWARD
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	31 st 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	
Timelines for Representation (if Accepting Authority is Competent Authority, i.e. Minister level)		
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15 days from disclosure	
Forwarding of comments of the officer reported upon to the Reviewing and the Reporting Authority by the Accepting Authority, in case the officer reported upon makes comments	15 days	
Comments of Reporting Authority	15 days	
Comments of Reviewing Authority	15 days	
Comments of Accepting Authority/PAR to be finalized and disclosed to the officer reported upon.	15 days	
Representation to the Referral Board by the officer reported upon.	One month	
Forwarding of representation to the Referral Board along with the comments of Reporting Authority/ Reviewing Authority and Accepting Authority.	15 days	
Finalisation by Referral Board, if the officer reported upon represents against the decision of Competent Authority.	One month	
Disclosure of the decision of Referral Board to the officer reported upon	15 days	