

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

No.A.28012/2/2018/DPAR/SS-I(3)

Puducherry, dated: 05.04.2019

I.D. NOTE

Sub: Schedule for recording of PARs online in SPARROW - Reg.

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The PARs in respect of I.A.S., I.P.S. and I.F.S. officers for the period 2018-19 have been generated and sent through SPARROW.

2. The schedule/ cut-off dates as per All India Services (PAR) Rules, 2007 for Reporting/ Reviewing/ Accepting are as detailed below:

Activity	Cut-off dates		
	For I.A.S. except the level of Secretary or Addl. Secretary or equivalent to GOI		For I.A.S. of the level of Secretary or Addl. Secretary or equivalent to GOI
	For I.P.S. upto the level of IGP		For I.P.S. of the level of Addl DGP or DGP
	For I.F.S. except the level of Principal CoF or Addl. Principal CoF		-
	Below Super Time Scale	Super Time Scale	Above Super Time Scale
Blank PAR form to be given to the officer	1 st Apr	1 st May	1 st Jun
Self-appraisal/ Filling in Section-II	30 th Apr	31 st May	15 th Jun
Appraisal by Reporting Authority	31 st May	30 th Jun	15 th Jul
Appraisal by Reviewing Authority	30 th Jun	31 st Jul	15 th Aug
Appraisal by Accepting Authority	31 st Jul	31 st Aug	15 th Sep

3. As per the instructions of MHA, the Nodal Officer/ Custodian is to exercise 'Force Forward Action' to move an APAR, in case it gets stuck beyond the stipulated time at any level, to the next level and ensure that the APARs get in final shape in accordance with the time-line stipulated above. All the officers are, therefore, requested to adhere to the timeline stipulated above so that the whole process is completed well in time.

4. The proforma for Health Checkup to be attached with PAR by officers above 40 years of age may be downloaded from DP & AR website at http://dpar.puducherry.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.