

I/108008/2023

Through E-Mail only



भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
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F. No. APAR Partfile/CAO Cell/ CR Section 2020-21

Dated: - 27.03.2023

**ENDORSEMENT**

A copy of Circular No. (Admn.) 2-3/2022-CR (A) & RTI dated 15th March 2023 received from Sh. Sandeep Singh Dudi, Under Secretary (Admn.), ICAR, New Delhi 110001(enclosed ) for Completion of Annual Performance Reports (APARs) for the year 2022-23 in the prescribed time schedule- reg. is forwarded for information and strict compliance.

Encl: As above

(Suresh Kumar)  
Chief Administrative Officer (Sr. Grade)

Distribution:-01. All concerned (through E-mail only)

02. In-Charge AKMU with the request to upload the same at CAZRI Website.



# भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

No. (Admn.)2-3/2022-CR(A)&RTI

Dated : 15<sup>th</sup> March, 2023

## CIRCULAR

**Subject: Completion of Annual Performance Assessment Reports (APARs) for the year 2022-23 in the prescribed time schedule through SPARROW Module- regarding.**

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Council has implemented SPARROW for maintenance of Annual Performance Assessment Reports (APARs) for officers of Administrative, Technical & SSS cadres from the year 2021-22. During the previous year, the council was flexible with the time schedule for completion of various stages of APARs and dates of completion of APARs at different stages were extended many a times, with due consideration to the fact that SPARROW was implemented for the first time in ICAR.

However now the SPARROW is fully operational in ICAR & therefore all the actions for APAR maintenance are to be taken only on SPARROW. Strict compliance of timelines for completion of APAR as prescribed by DoPT, vide OM No. 21011/1/2005-Estt (A) (Part-II) dated 23.07.2009 shall have to be ensured.

The relevant timelines prescribed by DoPT are given under for ready reference

S. No.	Activity	Date by which to be completed
1.	Generation of PAR on SPARROW by Establishment sections.	31 <sup>st</sup> March, 2023
2.	Submission of self-appraisal by the officer	15 <sup>th</sup> April, 2023
3.	Submission of report by Reporting officer	30 <sup>th</sup> June, 2023
4.	Report to be completed by Reviewing Officer	31 <sup>st</sup> July, 2023
5.	Disclosure to the officer reported upon by Custodian	1 <sup>st</sup> September 2023
6.	Representation by the officer, if any on APAR.	15 days from the date of disclosure of APAR to the officer

It may be noted that any request for relaxation for deviation from SPARROW or from above timelines for completion of APARs during 2022-23 will not be entertained under any circumstances. The PARs will be force forwarded to next stages on the above-mentioned dates. **No physical APARs shall be accepted.**

At the time of generation of PAR, it is possible that there may be cases of No Report Period due to the period being less than 3 months under a reporting officer or due to the officer being on long leave/unauthorised leave/training etc. In such cases No report period certificate (NRC) may be issued by the respective establishment at the time of generation of PARs. Blank PAR forms may be generated only for the period which is to be reported.



In case of Officers who have been transferred from one institute to another institute during the period, the PAR(s) for the respective periods pertaining to those institutes(s) shall also be generated by the institute where the officer is currently posted. Necessary details of reporting & reviewing officers for the period under previous institute may be taken from the previous institute of the officer for generation of PARs.

**All preparations may be done in advance so that PARs are generated by 31st March 2023 as only 15 days' time (up to 15.04.2023) is available for officers to write self-appraisal.**

For any technical support in SPARROW, ICT Unit, ICAR Hqrs may be contacted.



(Sandeep Singh Dudi)

Under Secretary (Admn.)

Tel. No. 011-23386978

Email : sandeep.dudi@icar.gov.in

**To,**

1. The Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux **with request to ensure PARs are generated by 31<sup>st</sup> March 2023**
2. ADG (ICT), ICAR HQ
3. PSO to DG, ICAR/PPS to Secretary, ICAR/PS to FA, DARE & ICAR/PPS to Joint Secretary (Admn. & TS).
4. Estt-I/Estt-II/Estt-III/Estt-IV Section, ICAR HQ **with request to ensure PARs are generated by 31<sup>st</sup> March, 2023.**
5. All officers and sections at ICAR Hqrs., Krishi Bhawan, KAB-I, KAB-II and NASC.
6. Social Media & Website Management Unit, DKMA, ICAR for placing on the Council's website.
7. E-Office Notice Board. (This document may be downloaded from e-office as per the need as it is not being distributed separately)