

**(Reminder)**

A.28011/2/2023-/Admn  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources,  
River Development & Ganga Rejuvenation  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 26<sup>th</sup> July, 2023

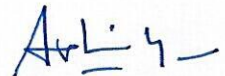
**Subject: Timely Completion of Annual Performance Appraisal Reports (APARs) in SPARROW portal for year 2022-23 at reviewing authority level instructions/timelines.**

The Undersigned is directed to refer to circular no. A.28011/2/2023-Admn dated 13<sup>th</sup> April, 2023 (Copy enclosed) of this department regarding the above cited subject. In this regard it is said that the last date of forwarding of report by reviewing Officer to the Administration or CR section or Accepting Authority, wherever provided is 31<sup>st</sup> July, 2023.

2. Further, It is stated that APAR at the end of the reviewing authority is pending in respect of many Officers and it is also observed that the APAR at the end of reporting Officer is still pending even after the completion of last date of submission of PAR by Reporting Officer to Reviewing Officer (i.e. 30<sup>th</sup> June, 2023).

It is therefore requested to all the concerned Officers that the APAR may accordingly be processed and sent to next authority at the earliest.

Enclosure as above.



(Ashish Kumar Sao)  
Under Secretary to the government of Indian  
Tel No. 23738126

Copy to:-

1. All Officers/Officials of DoWR, RD & GR (through intranet of the department)
2. US (E-IX)/ US (CM&V), CWC, R.K. Puram, New Delhi.
3. US (Admn), CSMRS, O/o Palme marg, Hauz Khas, New Delhi.



A.28011/2/2023-Admn  
Government of India  
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Department of Water Resources, River Development & Ganga Rejuvenation  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 13<sup>th</sup> April, 2023

**Subject: Timely completion of Annual Performance Appraisal Reports (APARs) in SPARROW portal/physical for year 2022-23 - detailed instructions/ timelines.**

The undersigned is directed to say that the PAR/APARs for the year 2022-23 have been generated and forwarded to all the officers/officials working in the Department of Water Resources, River Development and Ganga Rejuvenation in the SPARROW portal. All the officers/officials of this Department are therefore, requested to kindly check your workflow details before forwarding to your respective Reporting Officers till 15.04.2023.

2. The schedule for preparation/completion of PARs/APARs for the year 2022-23:-

S.No	Activity	Date by which the activity to be completed
1.	Submission of Self Appraisal to the reporting officer	15 <sup>th</sup> April
2.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> June
3.	Forwarding of report by Reviewing Officer to Administration/APAR cell	31 <sup>st</sup> July
4.	Disclosure of APARs to the ORU	1 <sup>st</sup> September
5.	Receipt of representation, if any, on PAR	15 days from the date of receipt of communication
6.	Forwarding of representation to the competent authority	21 <sup>st</sup> September
7.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
8.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November
9.	End of the entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November

3. All the officers are requested to adhere to following points at the time of writing the PAR/APARs:-

(a) All Group 'A' Officers above the age of 40 years are advised to undergo the Annual Medical Check-up and upload a copy of the summary of the Medical Report before submitting the same to the Reporting Officer.

(b) All the columns have been properly filled in.

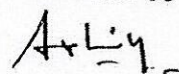


(c) The Reporting Officers should ensure that the column pertaining to filing of Immovable Property Return is duly filled in by the officer reported upon, failing which the APAR of the officer should be returned for completion of the same.

(d) The numerical grading with reference to prescribed weight age should be calculated properly.

(e) If the final grading in the APAR has been up-graded/down-graded by the Reviewing Officer, then the grading for each attribute under Sections (A), (B) & (C) in Part-3 of the APAR should be clearly indicated and assessment should be recorded on the column provided for specify the reasons.

(f) Representation in SPARROW portal, if any, on the APAR shall be submitted within 15 days from date of disclosure. The representation submitted after the stipulated time shall not be considered.



(Ashish Kumar Sao)

Under Secretary to the Government of India

Tel No: 23738126

Copy to: -

1. All officers/officials of the D/o Water Resources, RD & GR. (Through Intra-net of Department)
2. US(E-IX)/US (CM&V), CWC, R.K. Puram, New Delhi
3. US (Admin), CSMRS, Olof Palme Marg, Hauz Khas, New Delhi