

F. No. 25-4/2013-SPG (Vol II)

Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg

New Delhi – 110 001

Dated: 11/03/2024

OFFICE MEMORANDUM

Subject: Online submission of Annual Performance Appraisal Reports (APARs) for the year 2023-24 for all Group 'A' Officers of Department of Posts - regarding.

The Annual Performance Appraisal Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of an officer and for his/her further promotions/career advancements. It is, therefore, essential that APARs are completed in a time bound manner so that up-to-date APARs are available by due date.

2. It has been observed that there are instances where confirmation, regular promotion, appointment to sensitive posts, deputation etc., could not be considered in time due to non-availability of APARs for the relevant period. Therefore, the process of recording of APAR of IPoS Group 'A' and MMS Group 'A' officers through SPARROW portal, wherever applicable, following procedure which has been prescribed, is reiterated to be followed by all concerned: -

(i) In SPARROW portal, e-APAR work flow is created by the Custodian based on basic employee information received from the Officer Reported Upon in prescribed format i.e. Annexure-I.

(ii) Any delay/mistake in furnishing basic employee information by the Officer Reported Upon will be his own responsibility. The Officer Reported Upon must furnish information in Annexure-I, period/part wise, well in time with due care. The officer himself will be responsible for correctness of details provided. Wherever necessary, following documents will be appended to the Annexure -I.

a. Copy of relieving order from the previous charge and copy of joining report in the current charge for which the APAR is being written.

b. In case where option 'NRC' is chosen by the Officer Reported Upon, the ground for NRC should be clearly specified by the Officer Reported Upon i.e. multiple reporting officers, period of service under a Reporting Officer less than three months, availing of Earned Leave/Maternity Leave/Child Care Leave/Study Leave for more than 15 days.

c. Leave Orders

d. Training Orders.

e. In case Officer Reported Upon is on deputation, the name of Department/Organization, designation be clearly mentioned in the Annexure-I along with copy of order and joining report to the post on deputation. This is relevant only for the organization where SPARROW has been implemented and the officers of the organizations are on SPARROW.

(iii) A time schedule for various stages in writing of APAR has been prescribed in DoPT O.M. No. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 which are amended from time to time, if required. This is the responsibility of the Officer Reported Upon to get the APAR