File no. APAR-12/2015-16/SPARROW/ Part File-III

To
All Addl. Central P.F. Commissioner(HQ)
All Addl. Central P.F. Commissioner/Director PDNASS/Addl. CPFC(ASD)
All Regional P.F. Commissioners (In charge of Regions )
All Officers In Charge of ROs/ZTIs

Subject :Electronic submission of Annual Performance Assessment Report (APAR) for the year 2017-18 through e-SPARROW—regarding.

References :-
  i) APAR-12/2015-16/SPARROW/2012 dated 25.04.2018
  ii) APAR-12/2015-16/SPARROW/Part File-II/16156 dated 01.01.2019
  iii) APAR-12/2015-16/SPARROW/Part File-III/3046 dated 04.06.2019
  iv) APAR-12/2015-16/SPARROW/Part File-III/4161 dated 10.07.2019

Madam/ Sir,

Instructions were issued from time to time vide above referred circulars with a view to ensure timely completion of online APAR for the year 2017-18 in respect of officers. All the PAR Custodians were also directed to ensure completion of APARs as per the deadline indicated therein and to use “Force Forward” Functionality in case an APAR is pending at any level beyond the deadline.

2. However, as per the system-generated report, there are many officers who are yet to file/assess the APAR in e-SPARROW and a sizeable no. of APARs are pending. In this regard, several communications were made vide emails too. As per e-SPARROW dashboard report showing pending APARs at various levels in respect of each erstwhile Regional Office as on 03.10.2019 is enclosed for ready reference.

3. As a last measure, NIC has been requested to keep the closure activity on hold till 30th October 2019 which means closure of all the APARs for 2017-18 pending at any level at the midnight of 30.10.2019.

4. Therefore, all the officers may be directed to complete APAR-related activity pending in their SPARROW login/account immediately or latest by 30.10.2019. Non-availability of APARs may affect important service matters including promotion of officers. Therefore, in terms of DoP&T OM No. 21011/02/2009-Estt. (A) dated 16.02.2009 Head Office will be constrained to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date. In the absence of proper justification, a written warning for delay in completing the APAR may be placed in the APAR folder of the defaulting Officers.

Encl : Dashboard Report

Yours faithfully,

(Uma Mandal)
Addl. Central P. F. Commissioner (HRM)
<table>
<thead>
<tr>
<th>Organization</th>
<th>Officer's Posted</th>
<th>PARs Generated</th>
<th>PARs Closed</th>
<th>PARs Generated but Not Sent</th>
<th>Pending with Officer</th>
<th>Pending with Reportin Officer</th>
<th>Pending with Accepting Officer</th>
<th>Pending with CR Section For Rep-CR Officer Disclose</th>
<th>Pending with CR Section To Close</th>
<th>Pending with Rep-CR Section To Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>5019</td>
<td>1069</td>
<td>820</td>
<td>29</td>
<td>38</td>
<td>34</td>
<td>55</td>
<td>17</td>
<td>17</td>
<td>41</td>
</tr>
</tbody>
</table>