

Immediate

No. 14016/12/2018-UTS.II
Government of India
Ministry of Home Affairs

North Block, New Delhi
Dated: 3rd July 2019

To

1. Chief Secretary,
Govt. of NCT of Delhi,
New Delhi.
2. Commissioner of Police,
Delhi Police,
PHQ, New Delhi.
3. Chief Secretary,
A&NI Administration,
Portblair.
4. Administrator,
Lakshdweep Administration,
Kavaratti.
5. Administrator,
DD&DNH,
Moti Daman.
6. Advisor to Administrator,
Chandigarh Administration,
Chandigarh.

Subject: **Introduction of SPARROW for online filing of APARs in respect of DANIPS/DANICS officers-extension of time line for completion of APAR for the year 2018-19.**

Sir,

The undersigned is directed to refer to this Ministry's letter of even number dated 3rd May 2019 on the above subject and to say that the prescribed time schedule for completion of APAR in respect of DANICS/DANIPS officers was revised as a one time measure to resolve the teething problems and taking into consideration the General Election to the Lok Sabha-2019 held during April 2019.

2. It has come to the notice that some of the UT Cadres are still facing practical difficulties in generation/filling up the APAR online in SPARROW system due to technical / internet issues, specifically Andaman & Nicobar Island Administration.

3. In view of above, it has been decided, with the approval of Competent Authority that the target dates prescribed vide **Annexure-I**, as relaxed vide **Annexure-II** may be further extended as indicated in **Annexure-III**. It is informed that no further revision in the time schedule for preparation/completion of APAR for the year 2018-19 will be allowed.

4. **This may please be brought to the notice of all concerned.**

Yours faithfully,



{Beena Tanwar}

Section Officer (UTS.II)

Ph/fax No. 23094301

Copy to:

S.O., IT Cell, MHA-for uploading on MHA website in UT-DANICS/DANIPS

ANNEXURE - III

One time relaxation in time schedule for generation and recording of APAR for the year 2018-19 only through SPARROW web portal for DANICS/DANIPS officers

S.No.	Activity	Date by which the activity to be completed
1.	Submission of self-appraisal to the Reporting Officer	15 th July, 2019
2.	Forwarding of report by Reporting Officer to Reviewing Officer	15 th August, 2019
3.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the Accepting Authority (wherever provided)	15 th September, 2019
5.	Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	30 th September, 2019
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the Competent Authority.	15 th October, 2019
8.	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the Competent Authority.
9.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	Within 15 days of finalization of decision by Competent Authority.
10.	End of entire APAR process, after which the APAR will be finally taken on record	31 st December, 2019

ANNEXURE - II

One time relaxation in time schedule for generation and recording of APAR for the year 2018-19 only through SPARROW web portal for DANICS/DANIPS officers

S.N o.	Activity	Date by which the activity to be completed
1.	Submission of self-appraisal to the Reporting Officer	30 th June, 2019
2.	Forwarding of report by Reporting Officer to Reviewing Officer	31 st July, 2019
3.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the Accepting Authority (wherever provided)	31 st August, 2019
5.	Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	15 th September, 2019
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the Competent Authority.	30 th September, 2019
8.	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the Competent Authority.
9.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	Within 15 days of finalization of decision by Competent Authority.
10.	End of entire APAR process, after which the APAR will be finally taken on record	31 st December, 2019

ANNEXURE - ITime schedule for preparation/completion of APAR
(Reporting year – Financial year)

S.No.	Activity	Date by which to be completed
1.	Creation/submission of APAR to the officer reported upon.	31 st March. (This may be completed even a week earlier.)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon.	15 th April.
3.	Submission of report by Reporting Officer to Reviewing Officer.	30 th June.
4.	Report to be completed by Reviewing Officer and to be sent to Administration.	31 st July.
5.	Disclosure to the officer reported upon.	01 st September.
6.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication.
7.	Forwarding of representation to the Competent Authority	21 st September.
8.	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation.
9.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 th November.
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November.