

A-28011/28/2019-APAR Cell

भारत सरकार/Government of India

कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

Room No. 537, 'A' Wing  
5<sup>th</sup> floor, Shastri Bhawan, New Delhi  
Dated: 16.10.2019

To,  
All Regional Directors  
(as per standard list)

**Subject: Implementation of SPARROW module in the Ministry-generation of No Report Certificate/No Review Certificate/No Acceptance Certificate for the Assessment Year 2018-19-reg.**

Sir,

I am directed to refer to relevant extracts of DoPT's instructions contained in the Brochure on Preparation and Maintenance of APAR (**copy enclosed**) pertaining to placing of No Report Certificate/No Review Certificate/No Acceptance Certificate for valid reasons and to inform that placing of requisite Certificate in the dossier of the of concerned officer/official, wherever applicable, in order to complete the same, is mandatory as per extant instructions.

2. Therefore, all the concerned Regional Directors, being PAR Custodian (Primary), are requested to provide the relevant input (***as per proforma***) so as to facilitate the generation of requisite Certificate(s) for the Assessment Year (AY) 2018-19, wherever applicable, along with valid supporting document(s), in respect of Group 'A' and 'B' officers/officials latest by 25.10.2019.

3. Further, all the concerned Regional Directors, being PAR Custodian (Primary), are also directed to ensure the completion of APARs of Group 'C' officials by generating requisite Certificate(s) for AY 2018-19, wherever applicable, for valid reasons with the approval of Head of the Organization and the compliance report may be forwarded to the Ministry.

4. In addition to above, all the officers/officials of the Ministry are also requested to ensure that their APARs for the AY 2018-19 should be generated for the entire AY i.e. from 01.04.2018 to 31.03.2019. In case of any gap in between the

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period of APARs for AY 2018-19, for any reason, kindly contact your respective Custodian for necessary action without any delay.

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Yours faithfully



(Manish Kumar Sahay)

Under Secretary to the Govt. of India

Ph. 011 2338 3507

Copy to:

1. All SPARROW functionaries - through their respective Custodians.
2. DGCoA/Director, SFIO/Chairman, IBBI/ General Manger, IEPF Authority/ Joint Director, ICLS Academy/ROC, CRC- for information and circulation, in respect Para 04 of ibid letter, among all the officers/officials of the Ministry.
3. All ICLS officers- in respect of Para 04 - through their respective Custodians.
4. All Group 'B' & 'C' officials-in respect of Para 04 - through their respective Custodians.
5. e-Governance Cell - for uploading the letter under "APAR Status".

PROFORMA

SN	Name and Designation of the officer/official (Sh./Smt.)	Period of requisite Certificate	Reason for placing requisite Certificate	Supporting Document	Whether APAR(s) for the remaining period had been initiated.

the APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.

5.3 In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the APAR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his APAR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

5.4 The instructions in para 5.2 & 5.3 above shall be applicable for the APARs for the reporting period 2008-09 onwards.

*(Department of Personnel & Training O.M. No. 21011/02/2009-Estt.A dated the 16<sup>th</sup> February, 2009.)*

5.5 Wherever there is any gap in the APAR during a particular reporting period, it is the responsibility of the officer in-charge for maintaining the APAR to place a no report certificate indicating the reasons, e.g. the officer has not worked for minimum 3 months under a reporting officer; he was on leave/training during the period; he was on unauthorised absence if it is a fact; the APAR could not be completed by lapse of the time limit for making remarks by the retired reporting/reviewing officer etc.

## CHAPTER -VI

### SPECIAL PROVISIONS IN CERTAIN CASES

6.1 While Annual Performance Assessment Report need not be written on officer appointed on honorary or purely part-time basis, they should be written on Government servants appointed on contract. As Annual Performance Assessment Report is an annual assessment of the work and conduct of every Government servant serving under the Government, the Annual Performance Assessment Report written on a Government servant appointed on contract can be the basis to assess his performance and to decide whether the contract may be renewed if the circumstances require extension of the contract.

*(Department of Personnel O.M. No. 51/5/72-Estt. (A) dated the 20<sup>th</sup> May, 1972  
Department of Personnel & Administrative Reforms O.M. No. 21011/1/84-Estt. (A) dated the 26<sup>th</sup> April, 1984.)*

6.2 In the case of Government servants who are deputed to the United Nations or its Agencies, the following procedure should be followed:-

- (a) Where there is no practice of writing periodical assessment reports by the concerned agency, it is not necessary to get Annual Performance Assessment Reports on Government servants on deputation to it. An entry, however, may be made in the Annual Performance Assessment Report dossier of the Government

No. 21011/02/2009-Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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New Delhi, dated the 16<sup>th</sup> February, 2009

OFFICE MEMORANDUM

Subject:- Timely preparation and proper maintenance of ACRs.

The undersigned is directed to say that this Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt.(A) dated 23.9.1985. The writing of ACR is a public trust and responsibility. All Ministries/Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M. dated 23.9.1985 are followed to ensure that ACRs are completed in time.

2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid O.M. dated 23.9.1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30<sup>th</sup> June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31<sup>st</sup> August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organization in the case of attached and subordinate offices, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30<sup>th</sup> June or 31<sup>st</sup> August as the case may be. The Secretary in the Department/Head of the organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

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3. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries/Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organisation in the case of attached/subordinate offices and the Joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

5. Hindi version will follow.

  
(C.A. Subramanian)  
Director

To  
All Ministries/Departments of Govt. of India

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi
- 2) Union Public Service Commission
- 3) Central Vigilance Commission, New Delhi
- 4) Central Bureau of Investigation, New Delhi
- 5) Lok Sabha/Rajya Sabha Secretariat
- 6) All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
- 7) All officers and sections in the Ministry of Personnel, PG and Pension
- 8) NIC (DoP&T) for placing this Office Memorandum on the web-site of DoP&T
- 9) Hindi Section for Hindi version of the O.M.