

**F. No. 11059/01/2019-AIS-III**  
**Ministry of Personnel, PG and Pensions**  
**Department of Personnel & Training**  
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North Block, New Delhi-110001  
Dated, the 26<sup>th</sup> April 2019

To,

The Chief Secretaries of States / UTs

Subject: **Relaxation and extension of timelines for recording of PAR for the year 2018-19 electronically in respect of AIS officers on account of their engagement on duty in connection with the ongoing General Elections - reg.**

I am directed to refer to the subject noted above and state that due to ongoing General Elections to the Lok Sabha, a large number of AIS officers are engaged on duty for conduct of the said elections. It is understood there would be practical difficulties in recording of PAR online as per the target dates prescribed under AIS (PAR) Rules, 2007, through SPARROW platform, for officers engaged for election duty.

2. Accordingly, the matter has been examined in this Department and it has been decided with the approval of competent authority to relax Rule 4A(1) of AIS (PAR) Rules, 2007, as a one-time measure to the extent that the target dates prescribed for online generation, filing up of self-appraisal, reporting, reviewing and acceptance of PAR for the year 2018-19 through SPARROW portal for all levels of AIS officers be modified as per Annexure herewith.

3. Further, instructions for cases where the reporting / reviewing / accepting authority demits office or retires before the due date as amended herewith shall be issued separately.

Encl: as stated.

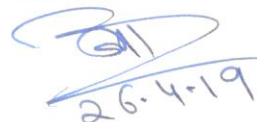
  
26.4.19  
(Jyotsna Gupta)

Under Secretary to the Government of India  
Tele: 011-23094714

Copy to :- (1) All Ministries / Departments of Government of India  
(2) Ministry of Home Affairs, being Cadre Controlling Authority for IPS  
(3) Ministry of Environment, Forest & Climate Change, being Cadre Controlling Authority for IFoS  
(4) EO(PR) Section, DOPT - for information and necessary action  
(5) NIC, DOPT - for uploading on DOPT's website

**Revised timelines for recording PAR at all stages for all level of AIS officers****( for the year 2018-19 )**

<b>Activity</b>	<b>Cut-off dates</b>
Submission of Self Appraisal to the Reporting officer by the officer reported upon	30 <sup>th</sup> June
Appraisal by reporting authority	31 <sup>st</sup> July
Appraisal by reviewing authority	31 <sup>st</sup> August
Appraisal by accepting authority	30 <sup>th</sup> September
Disclosure to the officer reported upon	30 <sup>th</sup> September
Comments of the officer reported upon, if any, on disclosure of PAR	15 <sup>th</sup> October
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	31 <sup>st</sup> October
Comments of reporting authority	15 <sup>th</sup> November
Comments of reviewing authority	30 <sup>th</sup> November
Comments of accepting authority/PAR to be finalized and disclosed to him	15 <sup>th</sup> December
Representation to the Referral Board by the officer reported upon	31 <sup>st</sup> December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31 <sup>st</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28 <sup>th</sup> February
Disclosure to the officer reported upon	15 <sup>th</sup> March
End of entire PAR Process	31 <sup>st</sup> March



26.4.19