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F. No. 9(20) DPC/SPARROW/2022

Dated: - 31.03.2023

Endorsement

A copy of office memorandum No. 2(1)/2018-Per -IV dated 29th March 2023 from Sh. Naresh Kumar Sharma, Deputy Secretary (Pers.), ICAR, New Delhi- 110001 (Attachment-) Subject- Online generation, filling up and submission of Annual performance Assessment Report (APAR) for the year 2022-23 on SPARROW (Smart Appraisal Report Recording Online Window) for all Scientific personnel of ICAR - reg. is forwarded for information, guidance and necessary action. In order to implementation the SPARROW for the year 2022-23 by the ICAR, in this regard the APAR issued to all scientific staff for completion in physical mode may be treated as cancelled.

Sd/-
(D. L. Verma)
Assistant Administrative Officer

Encl.: As above.

Distribution (via e-mail):

1. All Head of Divisions/Section in charges at the Main Institute.
2. The Head/OIC Sub-stations (ARC, Bikaner/NTRS Garsa/SRRC, Mannavanur).
3. I/c AKM Unit for uploading on Institute website.





INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन डॉ राजेंद्र प्रसाद मार्ग नई दिल्ली

KRISHI BHAWAN , NEW DELHI -110001

F.No 2(1)/2018-Per-IV

Dated: 29th March, 2023

Office Memorandum

Subject: Online generation, filling up and submission of Annual Performance Assessment Report (APAR) for the year 2022-23 on SPARROW (Smart Appraisal Report Recording Online Window) for all Scientific Personnel of ICAR – regarding.

Existing APAR formats (eight in number) for being filled up/submitted offline (in physical mode) by different categories of scientific personnel in ICAR were issued by the Council vide policy letter No. 2(3)/1996-Per-IV dated 20.6.2017.

2. Taking note of the fact that SPARROW has been implemented last year (2022) for technical and administrative staff of ICAR, it has been decided with the approval of the Competent Authority that APAR of all the scientific personnel in ICAR, may also be generated/filled up and submitted online from this financial year (2022-23), as per the following timeline:

- | | | |
|--|---|--------------------------|
| i. ARMS Data Up-dation | - | 01.06.2023 to 21.06.2023 |
| ii. APAR Generation | - | 22.06.2023 to 30.06.2023 |
| iii. APAR filling/submission by the scientific personnel | - | 01.07.2023 to 14.07.2023 |
| iv. Reporting of APAR by the Reporting Officer | - | Upto 31.07.2023 |
| v. Reviewing of APAR by Reviewing Authority | - | Upto 15.08.2023 |

3. It has also been decided that from next year onwards (from the financial year 2023-24 onwards), the timeline for online submission of APARs on SPARROW platform in respect of all the scientific categories of staff in ICAR shall be strictly as per DoPT timeline in this regard, which is currently being followed in the case of staff posted in Administration, Finance and Technical Divisions in ICAR.


(Naresh Kumar Sharma)
Deputy Secretary (Pers.)

To : All the Directors of ICAR Institutes.