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By Email



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

Dated: - 13.04.2023

Endorsement

A copy of Circular No. (Admn.) 2-3/2022-CR (A) & RTI dated 15<sup>th</sup> March 2023 received from Sh. Sandeep Singh Dudi, Under Secretary (Admn.), ICAR, New Delhi- 110001 Subject - Non completion of Self-Appraisal on SPARROW and grant of One-time Relaxation in time limit for completion of the APAR for the year 2022-23- reg. is forwarded for information, guidance and necessary action.

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.





भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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F.No. (Admn.)2-3/2022-CR(A)&RTI

Dated: 13<sup>th</sup> April, 2023

**CIRCULAR**

**Subject: Non completion of Self Appraisal on SPARROW and grant of One-time Relaxation in time limit for completion of the APAR for the year 2022-23**

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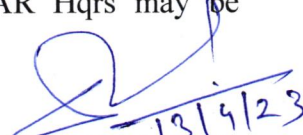
This is with reference to instructions issued vide Council's circular dated 15<sup>th</sup> March, 2023 regarding timeline for filling up APARs for the year 2022-23 through SPARROW in ICAR. It was instructed to institutes to generate all the PARs on SPARROW by 31st March 2023 & complete the self-appraisal by officers by 15th April 2023. However, it is noticed that few institutes have not even generated PARs on SPARROW & a large number of staff have not completed the self-appraisal part. It has been viewed seriously by the competent authority.

Since APAR is one of the most crucial document in the matters of promotion & career advancement of officers, therefore, as a one-time relaxation measure, the Competent Authority at ICAR has decided to **extend the time limit for filling up the self-appraisal through SPARROW by 15 days i.e. 30.04.2023.**

**In the cases where PAR has still not been generated by the office, the same may be generated by 20th April 2023 failing which responsibility of the Head of Office shall be fixed in the matter.**

Other time lines shall remain the same.

For any technical support in SPARROW, ICT unit, ICAR Hqrs may be contacted.

  
(Sandeep Singh Dudi)  
Under Secretary (Admn.)  
Tel. No. 011-23386978  
Sandeep.dudi@icar.gov.in

**Copy for Information to:**

1. ICT Unit, ICAR HQ for further necessary action.
2. All the Directors of ICAR Institutes/PDs/ Directorates/NRCs/Bureaux for compliance and issuing necessary instructions in the respective institute.
3. All concerned Officers and staff of ICAR HQ and ICAR Institutes (through eOffice)
4. Secretary, CJSC with request to spread awareness amongst the Group B & C staff for filling up self-appraisal.
5. eOffice Notice Board/ICAR Website for information of all concerned