



No.17048/01/2017-IPS ACR Cell
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

North Block, New Delhi
Dated, the 10th January, 2017

To

1. The Principal Secretary (Home) of all State Governments/UTs
2. The Secretary of all Ministries/Departments
3. The Custodians of PAR of all organizations (in SPARROW application for IPS officers)

Sub : **Generation and electronic PAR for 2016-17 in respect of IPS officers – Regarding**

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that SPARROW application for generation and writing of electronic APAR is open for the year 2016-17. In this context all concerned are requested to positively maintain the time-frame as prescribed under the Rule 9.1 of the All India Service (Performance Appraisal Report) Rules, 2007 (extracts from the said Rule is enclosed for ready reference).

Yours faithfully,

Enclos : As above

(Mukesh Sawhney)
Under Secretary to the Government of India
Tele : 011 2309 4038

Copy with similar request is also forwarded to the Director General/Head of Police Forces of State Governments/UTs/CPOs and other Central organizations.

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Extracts from the AIS (PAR) Rules, 2007

9. Schedule for completion of PARs of Indian Police Service Officers

9.1 The following schedule should be strictly followed:-

Reporting Year – Financial Year

| Activity | Cut-off dates | |
|--|----------------------------|----------------------------|
| | Below Super Time Scale | Super Time Scale |
| Blank PAR form to be given to the officer reported upon by the Administration Division/Home Department, specifying the reporting officer and reviewing authority | 1 st April | 1 st May |
| Self appraisal for the current year | 30 th April | 31 st May |
| Appraisal by reporting authority | 31 st May | 30 th June |
| Appraisal by reviewing authority | 30 th June | 31 st July |
| Appraisal by accepting authority | 31 st July | 31 th August |
| Disclosure to the officer reported upon | 15 th August | 15 th September |
| Comments of the officer reported upon, if any (if none, transmission of the PAR to the MHA) | 31 st August | 30 th September |
| 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. | 15 th September | 15 th October |
| Comments of reporting authority | 30 th September | 31 st October |
| Comments of reviewing authority | 15 th October | 15 th November |
| Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon | 31 st October | 30 th November |
| Representation to the Referral Board by the officer reported upon | 30 th November | 31 st December |
| Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority. | 15 th December | 15 th January |
| Finalization by Referral Board if the officer reported upon represents against the decision of Accepting Authority | 15 th January | 15 th February |
| Disclosure to the officer reported upon | 31 st January | 28 th February |
| End of entire PAR Process | 31 st March | 31 st March |

Extracts from the AIS (PAR) Rules, 2007 (ADG & DG Levels)

9. Schedule for completion of PARs of Indian Police Service Officers

9.1 The following schedule should be strictly followed:-

Reporting Year – Financial Year

| Activity | Cut-off dates |
|---|----------------------------|
| Blank PAR form to be given to the officer reported upon by the Administration Division/Home Department, specifying the reporting officer and reviewing authority | 1 st June |
| Filling in Section II by the officer reported upon | 15 th June |
| Appraisal by reporting authority | 15 th July |
| Appraisal by reviewing authority | 15 th August |
| Appraisal by accepting authority | 15 th September |
| Disclosure to the officer reported upon | 30 th September |
| Comments of the officer reported upon, if any (if none, transmission of the PAR to the MHA). | 15 th 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 st October |
| Comments of reporting authority | 15 th November |
| Comments of reviewing authority | 30 th November |
| Comments of accepting authority/PAR to be finalized and disclosed to him | 15 th December |
| Representation to the Referral Board by the officer reported upon | 31 st December |
| Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority. | 31 st January |
| Finalization by Referral Board if the officer reported upon represents against the decision of Accepting Authority | 28 th February |
| Disclosure to the officer reported upon | 15 th March |
| End of entire PAR Process | 31 st March |