



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