

No.30/01/2022-1 PAR Cell
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
PERSONNEL DEPARTMENT

Dated Chandigarh the 12th May, 2022.

To

All the IAS officers in Haryana.

Subject: Timelines for recording the PAR for the year 2021-22 in respect of IAS officers and action of "Auto Forward" beyond the prescribed time schedule at <http://sparrow.eoffice.gov.in>

Sir/Madam,

I am directed to refer to the subject noted above and to send herewith a copy of letter No.3/4/2019-EO(PR) dated 06.05.2022 received from Establishment Officer & Additional Secretary, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, New Delhi with the request to follow the prescribed time schedule while submitting self appraisal or recording of remarks being Reporting/Reviewing/Accepting Authority failing which PAR will be "**Auto-Forwarded**" to the next level.

2. This letter is also available on web page <http://csharyana.gov.in>.
(Branches>PAR CELL).

Yours faithfully



Under Secretary Administration
for Chief Secretary to Government Haryana



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Dated Chandigarh the 12th May, 2022.

A copy, each, is forwarded to the Chief Principal Secretary/Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary/Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers/State Ministers, Haryana for information of Chief Minister/Deputy Chief Minister/Ministers and State Minister.

2. They are requested to ensure that PARs of all IAS officers for the year 2021-22 are completed according to the prescribed time schedule failing which PAR will be "**Auto-Forwarded**" to the next level. It is therefore, requested that after recording remarks PAR may be sent to the Personnel Department for taking further necessary action as per prescribed time schedule well in time.



Under Secretary Administration
for Chief Secretary to Government Haryana



दीप्ति उमाशंकर, भा.प्र.से.

DEEPTI UMASHANKAR, IAS

स्थापना अधिकारी एवं अपर सचिव

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सत्यमेव जयते



आजादी का
अमृत महोत्सव

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC

GRIEVANCES AND PENSIONS

NORTH BLOCK NEW DELHI-110001

No. 3/4/2019-EO(PR)

Dated the 6th May, 2022

Dear Sir / Madam,

It may kindly be recalled that electronic recording of PAR was made mandatory from the year 2014-15 and provision for same was incorporated in the AIS(PAR) Amendment Rules, 2017. Later, AIS(PAR) Amendment Rules, 2019 were notified vide Notification dated 23.07.2019 which, *inter-alia*, introduced auto-forwarding of PARs from one level to next level.

2. Though the outer limit for recording of PAR i.e. 31st December of the assessment year in which the assessment year ends, was being followed sacrosanctly, the timelines laid down in General Guidelines for recording of PARs by the Reporting, Reviewing and Accepting authorities were still not being adhered to.

3. In order to give effect to the time-bound recording of PARs, provision for auto-forwarding of PARs from one stage to the next stage after the specified due date has been introduced from the assessment year 2019-20 in SPARROW. Under the newly provided schedule for completion of PAR in respect of all levels of IAS officers, PARs will automatically move forward from the account of ORU to the Reporting authority and thereafter to the next authority on the specified due date even if the PAR is not recorded by the concerned authority.

4. It may be pertinent to mention that due to COVID-19 pandemic, auto-forwarding provision in respect of PARs for the assessment years 2019-20 and 2020-21 was not implemented. However, from the year 2021-22, PARs will automatically move from one level to the other after the due date which is as under:

Activity	Due Date	Auto Forwarding Date
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and Reviewing Authority	1 st April	--
Self appraisal for current year	31 st May	1 st June
Appraisal by Reporting Authority	31 st July	1 st August
Appraisal by Reviewing Authority	31 st September	1 st October
Appraisal by Accepting Authority	31 st December	Auto closure on 31 st December
Disclosure to the officer reported upon	31 st December	--

5. In view of the above, it is requested to direct the concerned authorities to ensure that the afore-said timelines are strictly adhered to failing which PAR will get auto-forwarded to the next level.

With regards,

Yours Sincerely,

Deepti U

(Deepti Umashankar)

Chief Secretaries of the States
(As per Standard List)



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का अधिकार

<http://dopt.gov.in>