

सं/No. 21-1/2023-VS

भारतसरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare

वनस्पति, संरक्षण, संगरोध एवं संग्रह निदेशालय/Directorate of Plant Protection, Quarantine & Storage

एनएच-4, फरीदाबाद-121001, हरियाणा/NH-IV, Faridabad-121001(Haryana)

दिनांक 20/03/2024

कार्यालयज्ञापन/OFFICE MEMORANDUM

विषय/Subject: Generation of an online Annual Performance Assessment Reports (APARs) in r/o the officers/officials of CSS/CSSS/CSCS posted at DPPQS, Faridabad for the Assessment year 2023-24 on SPARROW - regarding.

The undersigned is directed to refer to subject mentioned above and to request all the officers/officials of **CSS/CSSS/CSCS** to fill the proforma (**copy enclosed**) for generation of an online APAR on SPARROW for the assessment year 2023-24.

2. Kindly fill the proforma and submit to Vigilance Section at the earliest for further action.

Encl: As above.

Vandana Sethi
20/3/24

(Dr. Vandana Sethi)
Joint Director (Chemistry)

To

- (i) All the officers/officials of CSS/CSSS/CSCS posted at DPPQS, Faridabad during the period 01.04.2023 to 31.03.2024.
- (ii) CAO/US(HQ)/Section Officers, A.I/A.II/A.III/A.IV/GA/CIR.I/CIR.II/CIL/P&C/Hindi/Account Sections.
- (iii) PPS to PPA for information.

**PROFORMA FOR ONLINE GENERATION OF APAR ON SPARROW
FOR THE ASSESSMENT YEAR 2023-24**

Name of Officer/Officials and Designation	
Date of Birth	
Present Grade	
Period of the assessment year from 01.01.2023 to 31.03.2024(*) [* If reporting/reviewing officer is more than one in an assessment year, kindly fill the requisite information in separate proforma for each period by indicating Reporting/Reviewing Officer for each period.]	
Reporting Officer of the Officer/Official	
Reviewing Officer of the Officer/Official	
Accepting Officer of the Officer/Official	
Date of continuous appointment to the present grade	
Period of absence from the duty (on training, leave, disciplinary action period, etc.) during the year. If, he or she has undergone the training (Name of the training programme)	