



Government of India
Dr. Ram Manohar Lohia Hospital, New Delhi
Ministry of Health and Family Welfare



F.No. Misc/2017-18-RMLH(APAR)/27


Dated: 02/05/2018

Sub: Online recording of APARs through SPARROW for CHS and Dental doctors for the year 2017-18 onwards.

Please find enclosed herewith a copy of letter No. Z.16024/05/2017-CHS.V dated 16th April, 2018 issued by Ministry of Health & Family Welfare.

All the CHS & Dental doctors are hereby informed that the process of online recording of APARs through SPARROW (Smart Performance Appraisal Report Recording Online Window) for the year 2017-18 has started. The APARs have been sent to the respective accounts of SPARROW. All the officials are hereby requested to fill their APARs online through SPARROW.

The officials who have not submitted the form of Personal Details (Part -I) are once again requested to submit the same latest by **8.5.2018**. These details are to be incorporated in their account. In case, the details are not sent by the official within the stipulated time, the same will not be incorporated in their account at a later stage and no request in this regard will be entertained.


(Shambhu Kumar)
Deputy Director (Admn.)

Copy to:

1. As per list enclosed.



Office



भारत सरकार

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

निर्माण भवन, नई दिल्ली - 110011

GOVERNMENT OF INDIA

MINISTRY OF HEALTH & FAMILY WELFARE

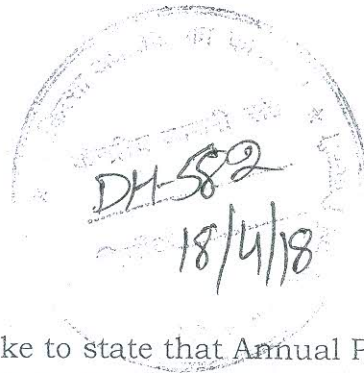
NIRMAN BHAVAN, NEW DELHI - 110011

ARUN KUMAR JHA

Economic Adviser

Tel. : 011-23061790

E-mail : arunkjha@nic.in



D.O. letter No.Z16024/5/2017-CHS V

Nirman Bhawan, New Delhi-110011

Dated: 16.04.2018

Dear,

Sir,

I would like to state that Annual Performance Appraisal Reports (APARs) of CHS and Dental doctors working under Ministry of Health and Family Welfare from 2016-17 onwards are to be recorded electronically on SPARROW portal.

2. The APAR of an officer is supposed to be completed within the time limit prescribed by DoPT vide their OM No. 21011/1/2005-Estt. (A)(pt.II) dated 23.07.2009. However, the APARs of 2016-17 in respect of a large number of CHS and Dental doctors working under Ministry of Health and Family Welfare could not be completed on SPARROW portal largely due to the fact that e-APARs were being recorded for the first time and some genuine practical difficulties existed in switching over from physical mode to electronic mode. This was despite the fact the relaxation was given upto 31.03.2018 to get the e-APARs of 2016-17 completed on SPARROW portal by 31.03.2018.

3. Now, the process for recording of APARs for the year 2017-18 has started. All the participating units of CHS are requested to take immediate necessary action to initiate the recording of e-APARs of 2017-18 of all CHS and Dental doctors working under Ministry of Health & Family Welfare on SPARROW portal within the time limit prescribed vide OM No. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 issued by Department of Personnel and Training.

With regards,

Yours sincerely,

Arun Kumar Jha
(Arun Kumar Jha)

19/4/18
Asst. Secy.
To

All participating units of CHS listed in Annexure I

Healthy Village, Healthy Nation



एड्स - जानकारी ही बचाव है
Talking about AIDS is taking care of each other

**ANNUAL PERFORMANCE APPRAISAL REPORT
FOR
OFFICERS OF THE CENTRAL HEALTH SERVICE**

Reporting for the year/period 2017-18

Part-I (PERSONAL DATA)

(TO BE FILLED BY OFFICER)

1.	Name of the Officer		
2.	Designation		
3.	Date of Birth		
4.	Date of Joining Central Health Services		
5.	Name of Sub-Cadre Speciality		
6.	Date of continuous appointment to present Grade		
7.	Pay Band	(As per 6 th CPC)	
	Grade Pay		
8.	Basic Pay	(As per 7 th CPC)	
	Pay Level		
	Pay Scale		
9.	Department/Organization where working since when		

10. Period of absence from duty (on leave, training, any other reason (specify)

(w.e.f. 01/04/2017 to 31/03/2018)

Absence Category	Period From	Period To	Type	Remarks

11. Date of Filing the Annual Property Return

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Name of the Reporting Officer for the period of 2017-18	
Name of the Reviewing Officer for the period of 2017-18	

Date: 18/04/2018

Signature with stamp of the officer