



GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL (A-1)

No F. 3(2)Pers/A-1/13

Jaipur

All IAS officers of Rajasthan Cadre.

Subject:- Completion of PARs pertaining to the assessment year 2023-24—
regarding.

Sir/Madam,

I am directed to enclose a copy of DO letter No. 3/4/2019-EO(PR) dated 29.04.2024 received from Establishment Officer & Additional Secretary, Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, New Delhi wherein it has been mentioned that according to the provisions of AIS (PAR) Rules, a performance appraisal report (PAR) of every member of service shall be generated/recorded electronically for each financial year by 31th of December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self-assessment of the year. It may kindly also be noted that PARs will automatically move from one level to the other after the due date.

Therefore, you are kindly requested to take note of above for taking necessary action for completion the PARs.

Encl:- As stated.

Yours faithfully,

(Aparna Gupta)
Joint Secretary to Government

RajKaj Ref
7005967

Document certified by APARNA GUPTA
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Digitally Signed by APARNA
GUPTA
Designation : Joint Secretary To
Government
Date :08-05-2024 05:07:13



सत्यमेव जयते



No. 3/4/2019-EO(PR)
Dated the 29 April, 2024

Dear Sir / Madam,

As you are aware that electronic recording of PAR was made mandatory from the year 2014-15 and the provision for same was incorporated in the AIS(PAR) Amendment Rules, 2017. Later vide Notification dated 23.07.2019, the AIS(PAR) Amendment Rules, 2019 were notified which, *inter-alia*, introduced auto-forwarding of PARs from one level to next level. 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 a specified due date has been introduced from the assessment year 2019-20 in SPARROW.

2. It is once again reiterated that once the PAR gets closed on the midnight of 31st December, it gets auto-forwarded in the online dossier of the ORU and is treated as deemed disclosure. In cases, where the PAR could not be uploaded on to the system by the midnight of 31st December and is physically disclosed, the number of days for having comments of the ORU on the PAR is counted from the date on which the PAR has been physically disclosed.

3. The State Governments vide D.O. letters dated 06.05.2022 and 24.04.2023 were informed that auto-forwarding provision in respect of PARs for the assessment year from 2021-22 and onwards would be implemented. However, queries from various State Governments/Ministries are still being received regarding timelines to be followed for the period 2023-2024. In this regard, it is stated that timelines for the current assessment year 2023-2024, are same as mentioned in AIS(PAR) Amendment Rules, 2019:

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	30 th 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	--

4. 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
(Deepti Umashankar)

Chief Secretaries of the States
(As per Standard List)