

**URGENT**

**Government of National Capital Territory of Delhi**  
Services Department- Branch-I  
B-Wing : 5th Level : Delhi Secretariat  
I.P.Estate : New Delhi

No. F. 1/1/2025/S.1/CC/1598-1599

Dated: 04/05/2025

To

All IAS Officers,  
(Through: Concerned ACS/Pr. Secretary/Secretary/  
HOD/Autonomous Bodies/Local Bodies),  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

**Sub: Completion of Performance Appraisal Reports (PARs) of IAS Officers for the assessment year 2024-2025.**

Madam/Sir,

I am directed to inform that as per information available on SPARROW portal, Performance Appraisal Reports (PARs) of many IAS officers for the year 2024-25 are found to be still pending in their account for submission of self-appraisal.

In this regard it is informed that certain timelines have been prescribed under the AIS (PAR) Rules, 2007 for submission of self-appraisal by the officer reported upon and recording of remarks by the reporting, reviewing & accepting authorities as well. The rule 5 of AIS (PAR) Rules, 2007, further states that if a performance appraisal report for a financial year is not recorded by 31st 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 for the year, if he has submitted his self-assessment on time.

The attention is also drawn to the notification issued by the DoP&T vide letter dated 23<sup>rd</sup> July, 2019 wherein it has been clearly conveyed that in case **self-appraisal is not submitted before the 31<sup>st</sup> May by the officer reported upon**, it will be auto forwarded to next level authority i.e. reporting authority after cut-off date in the SPARROW module.

Further, it is pertinent to mention here that as per time schedule for completion of PARs for the year 2024-25, **31<sup>st</sup> May, 2025 is the last cut-off date for officer reported upon to submit self-appraisal to his/her reporting authority.** Thereafter, No remarks can be recorded after specified timelines.

In view of the above, you are hereby requested to bring the contents of this letter to the notice of all IAS officers working under your administrative control to submit their self-appraisal through SPARROW by **31.05.2025** positively so as to avoid auto forwarding of their PARs to the next higher authority.

Yours faithfully,

(BHAIRAB DUTT)

Deputy Secretary (Services)

Dated: 06/05/2025

No. F. 1/1/2025/S.1/CC/1598-1599

✓ Copy to the Section Officer (Coordination), Service Department, GNCT of Delhi, with the request to upload this information on the website of Services Department.

(BHAIRAB DUTT)

Deputy Secretary (Services)