

SPORTS AUTHORITY OF INDIA
(PERSONNEL DIVISION)

Head Office, East Gate
J N Stadium, Lodhi Road,
New Delhi-110 003

No. SAI/Pers./eOffice/2020/1159

Dated: 11.10.2024

CIRCULAR

Subject: Change to Offline Submission of APAR for AY 2023-2024 and Revised Timeline

In reference to earlier circulars dated 31.07.2024, 14.08.2024, and 02.09.2024, which extended the timeline for recording Annual Performance Appraisal Reports (APAR) online, it is observed that there are operational difficulties in utilizing the SPARROW platform over the Internet for the assessment period 2023-2024.

2. Due to operational challenges, the submission of APARs for the period 2023-2024 changed from the online SPARROW system to an offline mode. This change is being made to ensure the timely completion of the APAR process within the time frame while maintaining the integrity of the performance appraisal process. The following revised schedule (Table A) outlines the updated timelines for completing APARs through the offline process.

TABLE A			
Sl. No.	Activity	Existing Timeline	Revised Timeline
1.	Submission of self-appraisal to the Reporting Officer by ORU	30 th September	31 st October
2.	Submission of report by Reporting Officer to Reviewing Officer	30 th November	30 th November
3.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell, wherever provided	31 st January	31 st December
4.	Disclosure to the Officer Reported Upon (ORU)	15 th January	
5.	Receipt of representation, if any, on APAR	15 days from the date of receipt of disclosure	
6.	Forwarding of representation to the Competent Authority	15 days from the date of receipt of representation	
7.	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation	
8.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 days from the date of disposal of representation	
9.	End of entire APAR process, after which the APAR will be finally taken on record	15 days from the date of communication of the decision	
10.	Receipt of representation, if any, on APAR	15 days from the date of receipt of disclosure	

3. This change of APAR from online filling to offline filling of APAR applies exclusively for the assessment period 2023-2024.

4. The APAR format is available in the SAI website Download column (<https://sportsauthorityofindia.nic.in/sai/forms>)

5. This is issued with the approval of the Secretary, SAI.



(Dr S C Yadav)

Deputy Director (Pers.)

To,

- i. CVO, SAI
- ii. DDG, SAI HO/Principal, LNCPE Trivandrum
- iii. Heads of Institution/Regional Centres
- iv. All Divisional Heads in SAI Head Office/ All Stadia Administrator
- v. DD to DG, SAI
- vi. AD,IT-For uploading
- vii. O/o Secretary, SAI