

# Municipal Corporation of Delhi

Central Establishment Department  
22<sup>nd</sup> Floor, Dr. SPM Civic Centre,  
New Delhi-02

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No.F.(I-04)/SO-IV/AO-III/CED/2024/5858

Dated:- 26/12/2024

## CIRCULAR

### **Sub:- Closure of Annual Performance Appraisal Report (APAR) SPARROW Portal for Assessment Year 2023-24.**

With reference to this departments Circular No. Dir(P)/CED/MCD/2024/2496 dated 15.07.2024 regarding extension of timelines for recording of APARs for the AY 2023-24 through SPARROW portal.

2. The revised timelines has been fixed finally for completion of entire process of APARs for the Assessment Year 2023-24 by all concerned. *"Non Compliance for completion of APAR process shall attract disciplinary action against the officer reported upon if he/she fails to record their self-appraisal within the prescribed timelines and further against the Reporting/Reviewing/Accepting Authority, if they fail to record their views on the given timelines as per rules established and their case for consideration for grant of up-gradation/promotion etc. shall be adversely affected".*

Activity	Final Timelines
Creation & Generation of Workflow by Custodian	05.01.2025
Self-Appraisal by Officer	20.01.2025
Appraisal by Reporting Officer	05.02.2025
Appraisal by Reviewing Officer	15.02.2025
Appraisal by Accepting Authority	25.02.2025
Disclosure of APAR to Officer	28.02.2025
Receipt of Representation, if any	15.03.2025

3. This issues with the prior approval of Competent Authority.



**(Kundan Kumar)**  
**Director (Personnel)**

### **Distribution:**

1. PS to Commissioner for kind information of Commissioner.
2. All Additional Commissioners.
3. All DCs/HODs(with request to circulate amongst their depts.).
4. SPARROW Custodians through HODs.
5. Office Copy/ Guard File



**(Kundan Kumar)**  
**Director (Personnel)**