

**SPORTS AUTHORITY OF INDIA
(PERSONNEL DIVISION)**

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

F.No: SAI/Pers/eOffice/2020/399

Dated: 01.07.2024

CIRCULAR

Subject: Timelines for recording of APARs in respect of officers/officials of SAI-reg.


Reference is invited to the submission of online APARs on SPARROW platform for officers/officials in SAI.

2. In this regard, the following timeline is prescribed for strict compliance: -

S.No.	Activity	Cut-off date
1	Distribution of blank APAR forms to all concerned	31 st May
2	Submission of self-appraisal to the Reporting Officer by Officer Reported Upon (ORU)	31 st July
3	Submission of report by Reporting Officer to Reviewing Officer	30 th September
4	Report to be completed by Reviewing Officer and to be sent to Administration of CR Section/Cell, wherever provided	30 th November
5	Disclosure to the ORU	31 st December
6	Receipt of representation, if any, on APAR	15 days from the date of receipt of disclosure
7	Forwarding of representation to the Competent Authority	15 days from the date of receipt of representation
8	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation
9	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 days from the date of disposal of representation
10	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

3. The above timeline is to be strictly followed and no further extension shall be granted beyond the specific dates.

4. This is issued with the approval of Competent Authority.


(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
- viii. eOffice Team
- ix. Official language Division- for Hindi version
- x. Office order folder