



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

(आयुष मंत्रालय, भारत सरकार की स्वायत्त निकाय)
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन,
61-65, इंस्टीट्यूशनल एरिया, डी ब्लॉक के सामने, जनकपुरी, नई दिल्ली-110058

Central Council for Research in Ayurvedic Sciences

(An Autonomous Body of Ministry of AYUSH, Govt. of India)
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homiopathy Anusandhan Bhawan,
61-65, Institutional Area, Opp. D Block, Janak Pur, New Delhi-110058
Website: www.ccras.ac.in, E-mail: ccrc@ccras.gov.in
FPOs: 011-28520748, 28525999, 28527010, 28521201, 28524810, 28525035, 28520945



F.No. HQ-VIG011/1/2023-VIG/ 5462

Dated 14 NOV 2023

CIRCULAR

As per directions of the Ministry of Ayush, the Council has switched over from the existing system of filing of APARs in physical form to online e-SPARROW Portal from the year 2022-23 onwards. The APAR forms for all categories of officers/officials have also been uploaded on the e-SPARROW Portal. All Nodal Officers at CCRAS Hqrs. Office as well as Peripheral Institutes have also been notified vide Office Order No.7-1/2020-CCRAS/Vig/1498 dated 29.03.2023 and subsequent No.7-1/2020-CCRAS/Vig/1314 dated 31.05.2023 [copies enclosed].

- Training for filling up of APAR through e-SPARROW portal has also been imparted to officers/officials of the Council Hqrs. Office and peripheral institutes by the IT Section of CCRAS Hqrs.
- It has been observed that despite the clear instructions of the Council Hqrs. Office on several occasions to follow timelines, APARs are still pending for finalization at various stages i.e., filing of APAR, reporting, reviewing and acceptance of pending APARs etc.
- Accordingly, the Competent Authority has decided to extend timelines for the year 2022-23 only as under:

Sl. No.	Activity	Date of Completion
1.	Submission of self-appraisal to Reporting Officer.	20 th November, 2023
2.	Submission of Reporting officer to Reviewing Officer	25 th November, 2023
3.	Forwarding report by Reviewing Officer to Accepting Authority	15 th December, 2023
4.	Communication of APAR to the officer reported upon	20 th December, 2023
5.	Submission of representation, if any, on APAR	26 th December, 2023
6.	Completing the process relating to representation submitted by the official	29 th December, 2023

5. All concerned are, therefore, requested to strictly follow the above timelines. No further extension will be allowed in any circumstances. In case, any technical clarification in filling up the APAR form online is required, IT Section may be consulted through e-mail: it-ccras@nic.in.

This issues with the approval of the Competent Authority.

(A.K. Meena)

Admn Officer (Vigilance)
For Director General

To

1. All Heads of Peripheral Institutes/Centers/Units functioning under the Council for information and compliance.
2. Admn Officer (Establishment/Vigilance/Recruitment/Admin)/Officer Superintendent (Estt./Admin.), CCRAS Hqs for information and compliance.
- ✓ 3. IT Section, CCRAS with the request to upload the circular on CCRAS website for information of all concerned.



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष्य विभाग, भारत सरकार
कक्षा-1, प्लॉट नं. 61-65, इंस्टीट्यूटल क्षेत्र, उप-डी ब्लॉक, जयपुर, नई दिल्ली-110058

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhawan, Chakrabarti Eyam, Homoeopathy Anusandhan Bhawan
61-65 Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058

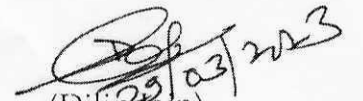
F.No. 7-1/2020-CCRAS/VIG /

Dated 29 MAR 2023

OFFICE ORDER NO. 1498/2022-23

As per directions of the Ministry of Ayush and with a view to facilitate switching over from the existing system of filing APARs in physical form to online e-SPARROW Portal from the year 2022-23 onwards, the following officers have been nominated as the Primary and Secondary(alternate) Nodal Officers to generate the APAR forms through e-SPARROW portal:

1. Administrative Officer(Estt.) as Primary Nodal Officer and Office Superintendent(Estt.) as Secondary (alternate) Nodal Officer in respect of officers/officials of Hqrs and Institute's In-charges, as the service records of these officers/officials are maintained in Establishment Section, at CCRAS Hqrs.
2. Director(I/c)/Assistant Director(I/c)/Research Officer(I/c) as Primary Nodal Officer and Administrative Officer/ Office Superintendent as Secondary(alternate) Nodal Officer in respect of officers/officials of the institutes, as the service records of these officers/officials are maintained in institutes.
3. The designated Primary/Secondary Nodal Officers will generate personal details of the officers/officials of the Hqrs/Peripheral Institutes through e-SPARROW portal and forward it to the concerned officers/officials to be reported upon.
4. Administrative Officer(Vigilance) has been nominated as the custodian of APARs for having access to the APARs.
5. This issues with the approval of the Competent Authority.


(Dilip Jain)

Admn Officer (Vig. & Accts.)
For Director General

Copy to:

1. PS to DG/DDG, CCRAS Hqrs, for information.
2. Assistant Director (Coord.)/ Admn Officer (Admin/ Establishment/ Vigilance/ Accounts)/Officer Superintendent (Estt.), CCRAS Hqrs.

P.T.O.

(2)

3. All Heads of Peripheral Institutes/Centers/Units functioning under the Council for information and compliance.
4. Dr. Ravinder Singh, In-charge I.T. Section, for information and necessary action.
5. Officer folder file.


For Director General 29/03/23



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(आयुष मंत्रालय, भारत सरकार की स्वायत्त निकाय)

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
61-65, इस्टीम्यूशानल एरिया, डी ब्लॉक के सामने, जनकपुरी नई दिल्ली-110068

Central Council for Research in Ayurvedic Sciences

(An Autonomous Body of Ministry of Ayush, Govt. of India)
Jawahar Lal Nehru Bhawan for Research in Ayurvedic and Homeopathic Sciences

110068 Institutional Area, Opp. D Block, Janak Puri, New Delhi, 110068
Website: www.ccras.nic.in
E-MAIL: 011-28620748, 28620950, 28622410, 28621901, 28624410, 28625085, 28620341



F.No.7-1/2020-CCRAS/Vig/1314

Dated: 31 MAY 2023

CIRCULAR

As per directions of the Ministry of Ayush and with a view to facilitate switching over from the existing system of filing APARs in physical form to online e-SPARROW Portal from the year 2022-23 onwards, Nodal Officers have already been notified vide Office Order No. 7-1/2020-CCRAS/VIG/498, dated 29.03.2023 (copy enclosed) to generate the APAR forms for CCRAS as well as peripheral institutes through e-SPARROW portal.

2. As informed by IT Section, the APAR forms in respect of all posts except Paramedical Staff are now available on the website sparrow.ccras.nic.in. The APAR form in respect of Paramedical Staff is under revision/updation. Hence, APAR form for this category of post for the year 2022-23 may be filled in physical form.
3. In this regard, IT Section has imparted training to officers/officials of the Council and its peripheral institutes (through virtual mode) for filling up of their APAR through e-SPARROW portal.
4. All nominated Nodal Officers (Primary and Secondary) both in Hqrs office and at institute level are, therefore, requested to generate APAR forms immediately to enable the officers/staff to fill up their APARs online for the year 2022-23.
5. In case, any technical issue in filling up the APAR form online is faced, the IT Section may be consulted at it-ccras@nic.in for clarification.

This issues with the approval of the Competent Authority.


(Dilip Jain)

Admn Officer (Vig. & Accts.)
For Director General

To

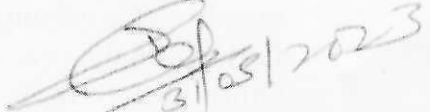
1. All Heads of Peripheral Institutes/Centers/Units functioning under the Council for information and compliance and further circulation among all Officers/Officials.
2. Admn Officer (Establishment/Vigilance)/Office Superintendent (Estt.), CCRAS Hqrs for information and compliance.

P.T.O.

(2)

Copy to:

1. PS to DG/DDG, Assistant Director (Coord.), Admn Officer (Admin/Accounts) & all Officers/Officials of CCRAS Hqrs, for information.
2. Shri Naman Goel, In-charge I.T. Section, for information and necessary action.
3. Officer folder file.


31/05/2023
For Director General