



Department of Personnel  
Government of Goa  
Secretariat, Porvorim, Goa- 403521

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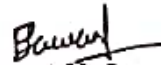
Dated: 04/08/2023

**OFFICE MEMORANDUM**

As per the timelines prescribed all the officers covered under Goa Sparrow are required to submit their Form-I to this Department before 5<sup>th</sup> of April every year in order to enable this Department to generate their Annual Performance Appraisal Report (APAR) on Goa Sparrow Portal.

It is observed that when Reporting Officers retire during the year they are not able to report the APARs of their subordinate officers, since the Reporting Officer is allowed to assess APAR of his subordinate within one month of his retirement. Due to this the APARs remain unreported for that period.

Therefore, all the officers covered under Goa Sparrow shall submit their Form-I to this Department, by email, five days before the superannuation of their reporting officer, in case Reporting Officer is due for retirement during the assessment year, in order to enable this department to generate the APAR.

  
(Eshant V. Sawant)

Under Secretary (Personnel-I)

To,

- 1) The Goa Civil Service Officers.
- 2) The Head of the Departments.
- 3) The Mamlatdar/Joint Mamlatdar/ Vigilance Officers.
- 4) The Assistant Directors of Civil Supplies.
- 5) The Block Development Officers.
- 6) The State Tax Officers.
- 7) The Assistant Conservator of Forests.
- 8) The Under Secretary/Joint Secretary of Law Department.
- 9) The Section Officers of General Administration Department.
- 10) The Technical Officers of Administrative Reforms Department.
- 11) Assistant Registrar of Co-operative Societies.
- 12) Superintendent of Excise.
- 13) Office Superintendent (Outside Secretariat).