

A.28022/04/2025-ACR Cell
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
(ACR Cell)

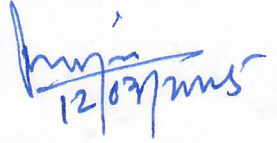
Nirman Bhawan, New Delhi.
Dated the, 12/03/2025

OFFICE MEMORANDUM

Sub: To provide information in respect of Reporting/Reviewing Officers for creating workflow and generating APAR for the year 2024-25.

The undersigned is directed to refer M/oH&FW O.M. No. Z.28015/01/2025-Estt.II dated 06.3.2025 on the subject mentioned above and to request all the CSS/CSSS/CSCS officers/officials under Dte.GHS (HQ) to furnish the details in the format (copy enclosed) to ACR Cell, Dte.GHS by 15.03.2025 for timely generation of APARs.

2. All Technical Officers/Officials and SSAs, JSAs, MTSs and any other officer/official whose APAR are not generated online may submit his APAR in physical form to ACR Cell.


(Arindam Banerjee)
Dy. Director (AV)

Encl : As above

To,

1. All Dir./Dy. Dir./SOs/ASOs/Technical officers/officials working in the Dte.GHS,
2. All SSAs/JSAs and other officials working in the Dte.GHS who required to fill physical APAR.
3. All MTS working in the Dte.GHS including NML/MSO/CHEB/CDSCO.
4. Copy for uploading in Dte.GHS website.

Z.28015/01/2025-Estt. II

भारत सरकार/ Government of India

स्वास्थ्य एवं परिवार कल्याण मंत्रालय/ Ministry of Health & Family Welfare

स्वास्थ्य एवं परिवार कल्याण विभाग/ Department of Health & Family Welfare

(स्थापना II/ Establishment II)

निर्माण भवन, नई दिल्ली/ Nirman Bhawan, New Delhi

Dated: 06th March, 2025

Office Memorandum

Subject: To provide information in respect of Reporting/Reviewing Officers for creating Workflow and generating APAR for the year 2024-25-reg.

The undersigned is directed to request all the CSS/CSSS/CSCS officials under the administrative control of Establishment - II Section to furnish the details in the following format (as applicable) by 15.03.2025 to enable this section for timely generation of APARs-

For CSS/CSCS officials:

Name and Designation	
Date since holding the post	
Place of Posting	
Period of APAR	
Reporting Officer (with Sparrow Code)	
Reviewing Officer (with Sparrow Code)	
Duration of training/leave during the period	

For CSSS officials:

Name and Designation	
Date since holding the post	
Place of Posting	
Period of APAR	
Reporting Officer (with Sparrow Code)	
Duration of training/leave during the period	

2. It is mandatory to provide the Sparrow Code of Reporting / Reviewing officer.

Digitally signed by
Amit Kumar Sharma
Date: 06-03-2025
11:40:25

(Amit Kumar Sharma)
Under Secretary to Govt. of India
Ph: 011-23061323

To

All CSS/CSSS/CSCS officials under the administrative control of Establishment – II section through e-office Notice Board.