

No.A-28013/2/2016-CAC
Government of India
Ministry of Finance
Department of Expenditure
Office of Chief Adviser Cost


2nd Floor, 'C' Wing, Loknaya Bhawan,
New Delhi, Dated 20th November, 2018

OFFICE MEMORANDUM

Subject: Completion of APARs of Year 2017-18 which are pending in the system (SPARROW Software) in respect of ICoAS Officers-reg.

The undersigned is directed to refer to DoPT's OM No. 21011/02/2015-Estt.(A-II)-Part II dated 21st May 2018 (Copy enclosed) prescribing the time schedule for generation and recording of APAR for the Year 2017-18. It is reiterated that, as per the said OM, the entire process of recording APAR for the year 2017-18 is to be completed **by 31st December 2018** and after that "No remarks" shall be recorded in the APAR.

2. It is further intimated that in line with the extant DoPT instructions, NIC will be performing the closure activity of SPARROW application of ICoAS Officers on 31st December 2018. Hence, No APAR for the year 2017-18 can be recorded after that in the system. Therefore, all the ICoAS officers having their pending APARs (*in the system*) are requested to take up the issue with their Custodians, Reporting Officers/Reviewing Officers to get their APAR (for year 2017-18) completed.


(Vikas Mathur)
Deputy Director (Cost)
Ph. 24653487

To,

1. All ICoAS Officers (*through e-mail only*)
2. All 'PAR Custodian' and 'Alternate Custodian' in the various participating offices as per the list attached.
3. Copy to be placed on the website: www.cac.gov.in

Immediate

No. 21011/02/2015-Estt.A-II (Part.II)
Government of India
Ministry of Personnel, P. G. and Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated the 21 May, 2018


Office Memorandum

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Online Window) for all Organised Group 'A' Services – Extension of timelines for completion of APAR for the year 2017-18.

The undersigned is directed to invite a reference to this Department O.M. of even number dated 16th April, 2018 on the above subject.

2. As some of the Cadre Controlling Authorities of Organised Group 'A' Services are facing practical difficulties in getting the self-appraisal of the officers under their cadre on SPARROW web portal due to technical problems, it has been decided that the target dates prescribed in this Department O.M. No.21011/1/2005-Estt.(A) (P: II) dated 23rd July, 2009 be further relaxed as one time measure only for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for the year 2017-18 through SPARROW web portal. The revised target dates for recording of APAR online for the year 2017-18 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2017-18 after 31.12.2018. Where the reporting, reviewing and accepting authority fail to record their comments within the time frame, the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self-assessment within the stipulated time.

3. This has the approval of Secretary, DoPT.


(Ashwini Dattatraya Thakre)
Deputy Secretary to the Government of India

To
All Cadre Controlling Authorities of
Organised Group 'A' Services (As per list attached)

Copy to: All Ministries and Departments of the Government of India.

Copy also to:

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC Unit, DoPT, North Block, New Delhi for uploading in DoPT website.

Annexure to DoPT OM No.21011/02/2015-Estt.A-II(Part-II) dated 21 May, 2018

Time schedule for generation and recording of APAR for the year 2017-18 through SPARROW web portal.

S. No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer	31 st July, 2018
2	Forwarding of report by reporting officer to reviewing officer	16 th August, 2018
3	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 st August, 2018
4	Appraisal by accepting authority, wherever provided	15 th September, 2018
5	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 th September, 2018
	(ii) Disclosure of APAR to the Officer reported upon where there is accepting authority	25 th September, 2018
6	Receipt of representation, if any, on APAR	15 days from the date of communication
7	Forwarding of representation to the competent authority	
	(i) Where there is no accepting authority for APAR	30 th September, 2018
	(ii) Where there is accepting authority for APAR	31 st October, 2018
8	Disposal of representation by the Competent authority	Within one month of the date of receipt of representation by the competent authority
9	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
10	End of entire APAR process, after which the APAR will be finally taken on record	31 st December, 2018.