

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

2nd Floor, 'C' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated: 10th December, 2019


OFFICE MEMORANDUM

**Subject: Closure Activity for APARs on SPARROW application SPARROW Software
in respect of ICoAS Officers.**

The undersigned is directed to say that the as per time lines circulated by DoPT, NIC will be performing closure activity for APARs on SPARROW-ICoAS application on 31st December 2019 midnight for assessment year 2018-19. It's may kindly be noted that after the closure of APAR cycle for AY 2018-19 is completed, reversal is not possible and the incomplete APARs lying pending at individual inbox or reporting/reviewing/disclosure stage will be closed automatically as it is.

2. It has been noticed that many online generated APARs for the AY 2018-19 are still in process under the e-Office (SPARROW) software. In this context attention is also invited to the DoPT OM No. 21011/02/2015-Est(A-II)-Part II dated 18th April 2019 vide which the time schedule for generation and recording of APAR for the A.Y 2018-19 has been circulated. As per the said OM, the entire process is to be completed by 31st December 2019 and after that "No remarks" shall be recorded in the APAR for the year 2018-19.

3. To expedite the process, all 'PAR Custodian' and 'Alternate Custodian' in the various participating offices are requested to take up the matter with the concerned Officers for early completion of Pending APARs initiated by them through e-Office (SPARROW) software. All the ICoAS officers having their pending APARs (*in the system*) may also take up the issue with their reporting Officers/Reviewing Officers to get their APAR completed.



(Vikas Mathur)
Deputy Director (Admn.)
Tel: 24653487

To,

1. All officers of ICoAS cadr, Custodian/Alternate Custodian (through e-mails)
2. Copy to be placed on the website: www.cac.gov.in


No.21011/02/2015-Est(A-II)-Part II
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
North Block, New Delhi – 110001
Dated the 18th April 2019

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recoding Window) of Group 'A', 'B' and 'C' officers– Extension of timelines for completion of APAR online for the year 2018-19.

The undersigned is directed to say that a large number of officers of the Central Government Ministries/Departments have been deputed for election duty in the General Election to the Lok Sabha, 2019. It is understood there would be practical difficulties in recording of APAR online as per the target dates prescribed in DoPT O.M.No.21011/01/2005-Estt.(A)(Pt.II) dated 23rd July, 2009, through SPARROW platform, for officers deputed for election duty.

2. The matter has been examined in this Department and it has been decided with the approval of competent authority that the target dates prescribed in O.M. dated 23rd July, 2009 be relaxed as one time measure only for online generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for the year 2018-19 through SPARROW portal for all Group 'A', 'B' and 'C' officers. The revised target dates for online recording and completion of entire APAR process for the year 2018-19 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2018-19 after 31.12.2019. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.


18/04/2019
(Jayashree Chellamani)

Under Secretary to the Government of India

All Ministries /Departments/ Cadre Controlling Authorities of the Government of India.

Copy to:

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

Annexure

Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 18th April, 2019

Time schedule for generation and recording of APAR for the year 2018-19 online through SPARROW web portal for Group 'A', 'B' and 'C' officers

S.No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer.	30 th June, 2019
2.	Forwarding of report by reporting officer to reviewing officer	31 st July, 2019
3.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 st August, 2019
4.	Appraisal by accepting authority, wherever provided	15 th September, 2019
5.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 th September, 2019
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	25 th September, 2019
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the competent authority	
	(iii) where there is no accepting authority for APAR	30 th September, 2019
	(iv) Where there is accepting authority for APAR	31 st October, 2019
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 2019

Jenani
18/04/2019