

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

2<sup>nd</sup> Floor, 'C' Wing, Loknaya Bhawan,  
New Delhi, Dated 25<sup>th</sup> July, 2016

**Subject: Implementation of on-line APAR system (SPARROW) in respect ICoAS Officers –reg.**

The undersigned is directed to say that this office is going to implement on-line APAR system SPARROW (Smart Performance Appraisal Report Recording Online Window) being developed by NIC in respect of ICoAS officers. It has been decided to implement this system from the assessment year 2016-17 onwards.

2. In this context, it is informed that Digital Signing of PAR reports is mandatory part of SPARROW system software. Digital signing in the system is made available through eSign (Aadhar based digital signing) or Digital Signature Certificate (DSC).
3. All the ICoAS officers are therefore required to ensure following things and provide a copy of Aadhar Card\* to the undersigned by 15<sup>th</sup> August 2016;
  - a. That their NIC e-mail id is in operation.
  - b. That they have Aadhar Card in their names and it is also linked with their current mobile number or else they have to obtain a Digital Signature Certificate (DSC) in their name.
4. This issues with the approval of Competent Authority.

*Vikas Mathur*

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

To,

**All officers of ICoAS cadre**

**Requisite Information/confirmation can also be sent on e-mail ID: [web-cac@nic.in](mailto:web-cac@nic.in)**