



कार्यालय, रक्षा लेखा महानियंत्रक
उलन बटार रोड, पालम, दिल्ली छावनी -110010
Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt- 110010



Important Circular

No. AN-I/1058/SPARROW/Vol. II

Date: 13/02/2020

To

All PAR Managers/ Custodians (SPARROW- IDAS)

All IDAS officers

(Through CGDA's website)

Subject : Completion of APARs in "SPARROW".

In the recent times, it is observed that the APARs are not completed by the officers as per the laid down DoPT timelines. APARs in respect of few IDAS officers for the FY 2018-19 have been closed by the system –“Pending with Officer Reported upon for self appraisal” stage. This has been viewed seriously by the competent authority.

2. In this regard it is stated that the PAR managers are responsible to send alert message to the officer reported upon (preferably a week before the prescribed timeline for submitting self appraisal). On failure of an officer to submit self-appraisal as per DoPT timelines to the Reporting Officer, the PAR Manager shall “Force Forward” the same to the Reporting Officer without self appraisal.

3. The Reporting officers should also keep a watch on the movement of APARs of officers working under them and ensure that the APARs are written timely. In case, the self appraisal is not submitted timely, then the force forwarded APAR without self appraisal shall be written by the Reporting officer.

4. The Reporting/Reviewing/Accepting officers are also requested to complete the APARs as per DoPT timelines in future. The online recording of APARs on SPARROW system close on 31st December after which it will not be possible to take any action on the APARs.

5. APARs of officers posted on deputation to various Ministries/Departments (other than those posted in Ministry of Defence, UPSC and OFB) are generated centrally in this HQrs office. These officers are requested to provide the details as mentioned in the table below latest by first week of the next financial year so

that the APARs could be initiated timely. Officers posted in Ministry of Defence, UPSC and OFB may forward the details to concerned PAR Managers of MoD, UPSC and PCA (Fys) Kolkata respectively.


Period of report	Service, Cadre and Designation			Leave			Training details during the period.				Pay Details	
	Reporting Officer	Reviewing Officer	Accepting officer	Nature of leave	From	To	Subject	Institute	From	To	Level	Basic Pay

6. Officers posted on deputation/IFA/Ordinance factories setup, where officers of other services/Ministers/Executive authorities are involved are requested to track the movement of their APARs using the tracking activity on SPARROW and if necessary request their Reporting/Reviewing/Accepting officers for timely completion of their APARs.


(Praveen Kumar)
Sr. Jt. CGDA (Admin)

Copy to:
IT & S Section

: with request to upload on the CGDA website.


(Praveen Kumar)
Sr. Jt. CGDA (Admin)

Time Schedule for completion of APAR

S. No.	Activity	Date by which completed
1.	Generation of APARs	15 th April
2.	Submission of self appraisal to the reporting officer by officer reported upon	10 th June
3.	Submission of report by reporting officer to reviewing officer	10 th July
4.	Submission of report by reviewing officer to accepting authority	10 th August
5.	Recording of comments by the Accepting Authority	10 th September
6.	Disclosure of PAR to the officer reported upon by the Custodian	25 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure.
8.	End of entire APAR process after which the APAR will be finally taken on record	31 st December

Note: Timelines for different channels are subject to guidelines issued by DoPT from time to time.