Through PCDA (WC) Website

No. AN/IV/1187/1189/APAR  

Dated: 19.02.2020

To

1. All IDAS officers  
2. All sections in Main Office  
3. All Sub-offices under PCDA (WC) including IFAs

Sub.: Completion of APARs in “SPARROW”

A copy of HQR office letter No. AN-I/1058/SPARROW/Vol. II dated 13/02/2020 on the above subject is annexed herewith for information, guidance and compliance please.

Copy to:  
IT & S Cell  
(Local)  
For uploading on the PCDA (WC) website.

(SAHIL GOYAL)  
DCDA (AN)
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.

<table>
<thead>
<tr>
<th>Period of report</th>
<th>Service, Cadre and Designation</th>
<th>Leave</th>
<th>Training details during the period.</th>
<th>Pay Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Officer</td>
<td>Reviewing Officer</td>
<td>Accepting officer</td>
<td>Nature of leave</td>
<td>From</td>
</tr>
</tbody>
</table>

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.

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

Copy to:
IT & B Section : with request to upload on the CGDA website.

(Praevel Kumar)
Sr. Jt. CGDA (Admin)
### Time Schedule for completion of APAR

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activity</th>
<th>Date by which completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Generation of APARs</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; April</td>
</tr>
<tr>
<td>2.</td>
<td>Submission of self appraisal to the reporting officer by officer reported upon</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; June</td>
</tr>
<tr>
<td>3.</td>
<td>Submission of report by reporting officer to reviewing officer</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; July</td>
</tr>
<tr>
<td>4.</td>
<td>Submission of report by reviewing officer to accepting authority</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; August</td>
</tr>
<tr>
<td>5.</td>
<td>Recording of comments by the Accepting Authority</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; September</td>
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<tr>
<td>6.</td>
<td>Disclosure of PAR to the officer reported upon by the Custodian</td>
<td>25&lt;sup&gt;th&lt;/sup&gt; September</td>
</tr>
<tr>
<td>7.</td>
<td>Receipt of representation, if any, on APAR</td>
<td>18 days from the date of disclosure.</td>
</tr>
<tr>
<td>8.</td>
<td>End of entire APAR process after which the APAR will be finally taken on record</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; December</td>
</tr>
</tbody>
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Note: Timelines for different channels are subject to guidelines issued by DoPT from time to time.