

No. 22/10/2015/CS-I (APAR)  
Govt. of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS-I (APAR)

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-3  
Dated 30<sup>th</sup> August, 2016

**OFFICE MEMORANDUM**

Subject: Preparation & recording of APARs on-line through 'SPARROW' - in respect of CSS officers.

The undersigned is directed to say that instructions have been issued by this Department from time to time in regard to on-line recording of APARs of CSS officers at the Deputy Secretary and above level through SPARROW. During on line monitoring of progress made by various Ministries/Departments, it is revealed that no step have been taken by a number of Ministries/Departments as shown at Annexure. As per the OM of even number dated 27<sup>th</sup> May, 2016, the distribution of blank ACR forms to the officers reported upon and submission of self-appraisal to the Reporting Officer by the officer to be reported upon was extended upto 15.8.2016.

2. It may be borne in mind that preparation and maintenance of filing APARs on-line is a priority reform area. Therefore, no relaxation will be granted by this department. The APARs received other than on-line mode except under the situations mentioned in the OM dated 27.5.2016 will not be accepted. Responsibility for its consequences will lie on the concerned administrative Ministries/Departments.

3. It is, therefore, once again request that progress made on the following activities under SPARROW may be intimated to this Department immediately :


1. Nomination of Custodian, PAR Manager, EMD Manager.
2. Generation of excel data in respect of Custodian etc., Officer to be reported upon, Reporting and Reviewing Officers and sending the same on line to NIC.
3. Distribution of DSC to the concerned officers.

4. It is requested that the information may be provided to this Department by 1<sup>st</sup> September, 2016.

  
(Chandra Shekhar)

Under Secretary to the Govt. of India  
Tele:24624046

To

  
The Director/DS Admin.  
Ministries/Departments of CSS  
(As per Annexure-I)



**List of Ministries/Departments where no action has been  
taken for recording of APARS through SPARROW**

1. M/o Agriculture & Farmer's Welfare.
2. D/o Animal Husbandry, Dairying & Fisheries
3. D/o Fertilizers
4. D/o Commerce (Supply Division)
5. M/o Culture
6. Dte. Gen of Civil Aviation
7. M/o Information & Broadcasting and
  - i) Dte. Of Advertisement & Visual publicity
  - ii) Press Information Bureau
  - iii) Publication Division
  - iv) Registrar for Newspapers in India
8. M/o Finance, D/o Expenditure
9. D/o Public Enterprises, M/o Heavy Industries.
10. Legislative Department
11. D/o Posts
12. M/o Earth Science
13. M/o Food Processing Industries
14. M/o Statistics & Programme Implementation
15. M/o New & Renewable Energy
16. NHRC
17. M/o Rural Development
18. M/o Social Justice & Empowerment
19. Staff Selection Commission
20. M/o Water Resources
21. D/o Land Resources
22. National Disaster Management Authority (MHA)
23. Housing & Urban Poverty Alleviation.
24. Labour Bureau, Chandigarh.

