

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

2ndFloor, LoknayakBhawan,
Khan Market, New Delhi
New Delhi-110003

Dated 27th May, 2016

OFFICE MEMORANDUM

Subject: Introduction of SPARROW for CSS officers.

As the Ministries/Departments are aware that online recording of APARs has been made mandatory for the officers of CSS at the level Deputy Secretary and above with effect from year FY 2015-16. Website for this purpose has been developed and made functional by NIC on 1st April, 2016. The website can be accessed through <https://sparrow-css.eoffice.gov.in>. Detailed instructions with regard to ensure preparatory steps for working through online system have also been issued on 1st April, 2016 and 6th May, 2016.

2. All the cadre units have been advised to nominate Custodians, PAR Managers & EMD managers for generating APARs on-line. In case of difficulties being felt in working in the online system, contact details of NIC officers, were also provided vide above said OMs. A separate helpline (Telephone number 24653220) has also been set up in CS –I Division with technical support from NIC. Nodal Officers of the Ministries/Departments have also been advised to send their difficulties through e-mails at the address : eps.helpdesk-dopt@gov.in & c.shekhar59@nic.in.

3. Many Ministries/Departments have started working on the SPARROW. Ministries/Departments have also pointed out that in view of practical difficulties in switching over from manual to online mode of recording APARs, there might be delay in generating APARs and forwarding them to the officers Reported upon (ORU), Reporting Officer and Reviewing Officer. In view of this, targets dates prescribed in DOPT OM No. 21011/18/2015-Estt (A)(Pt.II) dated 23rd July, 2009 may not be met. Therefore, it was suggested that the target dates mentioned in the above OM may be extended further so that the process of completion of APARs could be carried out smoothly.

4. The matter has been examined in this Department and it has been decided that the target dates for completion of activities relating to preparation of APARs as prescribed in the DoPT OM dated 23rd July, 2009, would be relaxed as per the Annexure to this OM. This relaxation has been given as a **one time measure**. The revised targets dates would be effective for FY 2015-16 only and would be applicable only to the CSS officers of DS and above levels whose APARs are to be recorded online.

5. During the course of hands on training in the Ministries/Departments, it was brought to the notice by the Nodal officers that they are finding it difficult to generate PARs due to following reasons :-

- i. The data has not been generated for Reporting / Reviewing officers who are repatriated to their parent Department.
- ii. The officer is on deputation /posting to an ex cadre Department/organization.



- iii. Reporting/Reviewing officers of the Officers reported upon have demitted office on 31.3.2015 and they got their ACRs completed manually from their Reporting/Reviewing officer.
- iv. It is also likely that during the current year (2016-17) the Reporting officers/Reviewing officers might be repatriated to their parent organization where the system of online filing of APARs may not be prevailing. In such a situation, creating workflow, generating PARs etc. in the current year may not be technically feasible.
- v. Any other case, if circumstances so warrant.

6. It has been decided that cases falling categories (i) to (v) may be examined first by the Ministry/Department concerned and they may send their recommendation along with justifications with the approval of concerned JS (Admn) to CS I Division. CS Division would examine this recommendations on case to case basis and would convey its decision to allow manual filing or otherwise to the Ministry /Department concerned with the approval of JS (CS).

7. Some of the Ministries have also sought clarifications with regard to arrangements/budget provision made by this Department towards procurement and distribution of DSCs to their officers. In this context attention is invited to D.O. letter dated 25th February, 2016 from JS (AV) which emphasized need to provide DSC to the officers and activate it by the prescribed time. It is reiterated that responsibility of procuring DSCs for their officers in their Department rests with the concerned Administrative Ministry/ Department.

8. This issues with the approval of Hon'ble MOS (PP).



(Chandra Shekhar)
Under Secretary to the Govt. of India
Tele: 24624046

To

All Ministries/Departments (CSS)

Copy to :

1. PSO to Secy. (P)
2. PS to JS (AV)
3. PS to JS (DC).
4. DS CS II.
5. NIC, Shri S.N. Sopari, Sr. Tech. Director), North Block, New Delhi.

**Annexure to DoPT OM No. 22/10/2015-CS I(APAR) dated 27th May, 2016
read with O.M. NO. 21011/18/2005-Estt.(A) (Pt.II) dated 23rd July, 2009)**

S. No.	Activity	Date by which to be completed	Dates extended for the year 2015-16
1.	Distribution of blank APAR Forms to all concerned (i.e, to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given)	31 st March. (This may be completed even a week earlier).	15th July
2.	Submission of Self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April	15th August
3.	Submission of report by reporting officer to reviewing officer	30 th June	30th September
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided	31 st July	30th October
5.	Appraisal by accepting authority, wherever provided	31 st August	N.A.*
6.	(a) Disclosure to the officer reported upon where there is no accepting authority	01 st September	30th November
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September	N.A.*
7.	Receipt of representation , if any, any on APAR	15 days from the date of receipt of communication	31st December
8.	Forwarding of representations to the competent authority (a) where there is no accepting for APAR	21 st September	07 January
	(a) where there is accepting authority for APAR	06 th October	N.A.*
9.	Disposal of representation by the competent authority	Within one month from the date for receipt of representation	15th February
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	1st March
11.	End of entire APAR process , after which the APAR will be finally taken on record	30 th November	1st March

*Applicable only for CSS Officers appointed as Joint Secretary under Central Staffing Scheme.

