

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

2nd Floor., A-Wing, Loknayak Bhawan,
Khan Market, New Delhi

Dated 6th June, 2017

OFFICE MEMORANDUM

Subject : Introduction of 'SPARROW' for CSS/CSSS officers.

The undersigned is directed to refer to Office Memorandum No. 22/10/2015-CS-I (APAR) dated 18th January, 2017 regarding introduction of on-line recording system of APARs for US level officers for CSS and equivalent levels in CSSS. The Ministries/Departments were requested to take necessary action for creation and generation of APARs before 20th March, 2017 so that the officer concerned are able to submit their self-appraisal from 1st April, 2017. On assessment of progress made for SPARROW for CSS/CSSS, it is observed that in many Ministries/Departments the process of creation of data and generation of APARs is not yet completed. This might be due to various factors such as non-availability of basic data of officers, non-creation of data at the end of the NIC, problems in setting up work flows of officers, problems in data transfer at various levels, problems in e-signing etc.

2. The matter has been considered in this Department and it has been decided to extend datelines for submission of APAR on 'SPARROW'- CSS/CSSS as per Annexure to this OM.

3. Ministries/Departments are requested to take necessary action towards generation of APARs as per the revised time-lines. It is clarified that it will not be possible to extend these time-lines further. The Ministries/Departments are also advised to ensure following actions at the level of EMD (Employee Master Data Manager) for smooth functioning of 'SPARROW' system :-

- i) Employee data of all the officers in the Ministry/Department should be kept updated in PIMS.
- ii) The officers leaving the organizations/new joinees should be taken on roll or transferred to other Departments as and when such events occur.
- iii) All the primary details of the officers such as Aadhar no., mobile no., e-mail i.d. should be exactly the same as shown in the records.

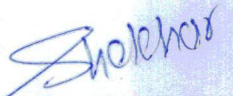
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4. All the Ministries/Departments are also requested to intimate progress made in implementation of 'SPARROW' in their Departments in the following format :-

Sl. No.	Designation	Total No. of Officers	APARs generated	APARs yet to be generated	Reasons for short fall
1	JS/Director/DS (CSS)				
2	US (CSS)				
3	PSO (CSSS)				
4	Sr. PPS (CSSS)				
5	PPS (CSSS)				

5. This issues with the approval of Hon'ble MoS (PP).


(Chandra Shekhar)

Under Secretary to the Govt. of India
24624046

To

All Ministries/Departments (CSS) (As per list attached)

Copy for information to:-

- (i) PSO to Secretary (P)
- (ii) PS to JS (AV)
- (iii) Director (Estt. A-II) - (Shri N. Sriram)
- (iv) DS(CS-II), DoPT, Loknayak Bhawan, Khan Market, ND
- (v) Shri SN Sowpari, Senior Technical Director, NIC, DoPT, North Block, New Delhi
- (vi) Ms. Rachna Srivastava, HoD, NIC, A- Block, CGO Complex, Lodhi Road, New Delhi

**Annexure to DoPT OM No. 22/10/2015-CS I(APAR) dated 6th June 2017
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 2016-17
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).	15 th June
2.	Submission of Self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April	30 th June
3.	Submission of report by reporting officer to reviewing officer	30 th June	31 st July
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	31 st August **
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 (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September	15 th September N.A.*
7.	Receipt of representation , if any, any on APAR	15 days from the date of receipt of communication	30 th September
8.	Forwarding of representations to the competent authority (a) where there is no accepting for APAR (a) where there is accepting authority for APAR	21 st September 06 th October	31 st October N.A.*
9.	Disposal of representation by the competent authority	Within one month from the date for receipt of representation	30 th November
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	15 th December
11.	End of entire APAR process , after which the APAR will be finally taken on record	30 th November	31 st December

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

** 'N.A.' in case of CSSS Officers.

