

F. No. 13021/15/2016-IES
Government of India
Ministry of Finance
Department of Economic Affairs
(IES Cadre)

Room No. 59, North Block,
New Delhi, dated: 23rd April, 2018

OFFICE MEMORANDUM


Subject: Implementation of SPARROW software for recording of APARs of IES officers w.e.f. 2nd April 2018-reg.

In continuation of this Department's OM of even number dated 5th April, 2018 on the captioned subject, the undersigned is directed to inform that on assessment of progress made by SPARROW for IES, it is observed that in many Ministries/Departments the process 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 e-signing etc. Also, in some Ministries/Departments, the Custodian and PAR Managers have not yet been appointed.

2. The matter has been considered in this Department and considering that this is the transition year in which SPARROW software has been introduced for the first time, it has been decided to extend datelines for submission of APAR on SPARROW for IES officers for the year 2017-18 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 PAR Manager/Custodian 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 id should be exactly the same as shown in the records.
4. This issues with the approval of the Competent Authority.


(Sushma Kindo)
Deputy Director
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To,

1. Joint Secretary (Admn./Estt.) of all participating Ministries/Departments where IES Officers are posted.

Copy to:

1. All IES Officers via email.

Copy also to:

PPS to Secretary, EA/OSD to CEA/PS to Adviser(IES)/PA to Director(IES)/ DD(GKJ)/ AD(ABK)/AD(DV)

Annexure

Sl. No.	Activity	Date by which to be completed *	Dates extended for the year 2017-18 for IES Officers
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)	4 th May
2	Submission of Self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April	25 th May
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

*-As per DoPT's O.M. No. 21011/1/2005-Estt.(A) (Pt.II) dated 23rd July, 2009