

**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: 23<sup>rd</sup> May, 2018**

**OFFICE MEMORANDUM**

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

In continuation of this Department's OM of even number dated 23<sup>rd</sup> April, 2018 on the captioned subject, the undersigned is directed to inform that on assessment of progress made by SPARROW for IES, and requests received from Officers and concerned Ministries/Departments, it has been decided by the Competent Authority to further extend datelines for submission of APAR on SPARROW for IES officers for the year 2017-18 as per Annexure to this OM.

2. Ministries/Departments are requested to take necessary action towards generation of APARs as per the revised time-lines.
3. Requests for further extension in the datelines for online submission of APARs will not be considered in this Department.

  
**(Sushma Kindo)**  
**Deputy Director**  
sushma.kindo@nic.in

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 <sup>st</sup> March. (This may be completed even a week earlier)	5 <sup>th</sup> June, 2018
2	Submission of Self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 <sup>th</sup> April	15 <sup>th</sup> June, 2018
3	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June	31 <sup>st</sup> July, 2018
4	Report to be completed by Reviewing officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided	31 <sup>st</sup> July	31 <sup>st</sup> August, 2018

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

*Skind*  
23.5.2018