

**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: 14th June, 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 23rd May, 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, and taking into account DoPT's revised timelines for completion of APAR for the year 2017-18 as per their OM No. 21011/02/2015-Estt-II(Part-II) dated 21st May 2018, 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
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To,

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

Copy to:

3. 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

Time Schedule for generation and recording of APAR for the year 2017-18 through SPARROW web portal

Sl. No.	Activity	Dates extended for the year 2017-18 * for IES Officers
1	Submission of self-appraisal to reporting officer	31 st July, 2018
2	Submission of report by reporting officer to reviewing officer	16 th August, 2018
3	Report to be completed by Reviewing officer and to be sent to Administration or CR Section/APAR Cell.	31 st August, 2018
4	Disclosure of APAR to the officer reported upon	10 th September, 2018
5	Receipt of the representation, if any, on the APAR	15 days from the date of communication
6	Forwarding of representation to the Competent Authority	30 th September, 2018
7	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the Competent Authority
8	Communication of the decision of the Competent Authority on the representation by the APAR Cell	Within 15 days of the finalization of decision by Competent Authority
9	End of the entire APAR process, after which the APAR will finally be taken on record	31 st December, 2018

***-As per DoPT's OM No. 21011/02/2015-Estt-II (Part-II) dated 21st May 2018**