

**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: 18<sup>th</sup> December, 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.**


Vide this Department's OM of even number dated 14<sup>th</sup> June, 2018 on the captioned subject, time schedule for completion of APARs on online portal for SPARROW had been extended in accordance with DoPT's OM No. 21011/02/2015-Estt-II (Part-II) dated 21<sup>st</sup> May 2018. As per the timeline, **the entire APAR recording process on SPARROW for the financial year 2017-18 will end on 31.12.2018.**

2. It has been observed that as on date, out of 459 APARs generated in SPARROW-IES, only 174 APARs have been closed and 270 APARs are under various stages of completion. It is noteworthy that timelines including extended timelines for writing of APARs for the financial year 2017-18 have been over on 31.08.2018. However, the pending APARs can still be completed by 31.12.2018.

3. In the meantime, a new feature for sending 'alerts' in the SPARROW web portal has been developed by the NIC to remind the officers to complete their APAR activities on SPARROW. It is therefore requested that all Ministries/Departments may send 'alerts' to all officers to complete the APARs lying in their 'inboxes'. The facility for sending 'alerts' is available at <https://sparrow-ies.eoffice.gov.in>

4. All Ministries/Departments need to take immediate action to facilitate the completion of APAR process for all the IES Officers, posted therein, in view of the APAR process ending on 31.12.2018.

5. This issues with the approval of the Competent Authority.

  
**(Surbhi Jain)**  
**Director (IES)**

To,

1. Secretaries of all participating Ministries/Departments where IES Officers are posted.

**Copy to:**

All IES Officers via email.

**Copy also to:**

PPS to Secretary, EA/PS to Adviser (IES)/DD(SK)/ DD(GKJ)/ AD(ABK)/AD(DA)