

**F. No. 13021/4/2019-IES
Government of India
Ministry of Finance
Department of Economic Affairs
(IES Cadre)**


Room No. 59, North Block,
New Delhi, dated: 03.04.2019

OFFICE MEMORANDUM

**Subject: Implementation of SPARROW software for recording of APARs of IES Officers
w.e.f. 1st April, 2019-reg.**

The undersigned is directed to inform that SPARROW software has been made operational for the year 2018-19 and the website enabling online filing of APAR for IES Officers has been made live and accessible through <https://sparrow-ies.eoffice.gov.in> w.e.f. 1st April, 2019.

2. All Ministries/Departments are requested to take immediate action to facilitate the completion of APAR process for all the IES Officers, posted therein, in terms of annexed timelines prescribed by DOPT in their O.M. No. 21011/18/2005-Estt.(A) (Pt.II) dated 23rd July, 2009.
3. IES Officers are requested to provide details of their Reporting Officer and Reviewing Officer for the period 2018-19 to PAR Custodian/Managers of the Ministries/Departments in which they are posted, at the earliest possible and submit their self-appraisals as per the prescribed timelines.
4. It is pointed out that for the year 2018-19, no physical copies of the APAR form will be made available by the IES Cadre, and no APAR in physical form will be accepted by the IES Cadre from any Officer/Ministry/Department, on any ground whatsoever. It is, therefore requested that Ministries/ Departments ensure that the APARs of the IES officers posted therein are submitted to the IES Cadre in accordance with the stipulated timelines.
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:

2. All IES Officers via email.

Copy also to:

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

Annexure

To be read with DoPT's O.M. No. 21011/18/2005-Estt.(A) (Pt.II) dated 23rd July, 2009

Sl. No.	Activity	Date by which to be completed
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)
2	Submission of Self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April
3	Submission of report by reporting officer to reviewing officer	30 th June
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
5	Appraisal by accepting authority, wherever provided	31 st August
6	(c) Disclosure to the officer reported upon where there is no accepting authority (d) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7	Receipt of representation, if any, any on APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the competent authority (c) Where there is no accepting for APAR (d) Where there is accepting authority for APAR	21 st September 06 th October
9	Disposal of representation by the competent authority	Within one month from the date for receipt of representation
10	Communication of the decision of the competent authority on the representation by the APAR cell	15 th November
11	End of entire APAR process, after which the APAR will be finally taken on record	31 st December