

MOST IMMEDIATE
TIME BOUND

F.No.22/19/2017-CS.I(APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, A-Wing, Lok Nayak Bhawan
New Delhi, dated; 11 December, 2017.

OFFICE MEMORANDUM

Subject: Introduction of SPARROW for CSS officers - completion of APAR for the year 2016-17 - regarding.

All the Ministries/Departments are aware that an online recording system of Annual Performance Appraisal Report (SPARROW) for CSS officers from the grade of Deputy Secretary and above level officers was introduced from the year 2015-16. With effect from the financial year 2016-17 SPARROW has been extended upto Under Secretary level officers. Keeping in view the practical problem being faced by the Nodal Authorities and also the officers reported upon, various datelines for submission of APARs for the year 2016-17 were extended vide OM dated 06th June, 2017.

2. The progress made on generation and completion of online APARs reveals that 491 officers are yet to submit their online APAR to their respective Reporting Officers. An overall status of progress of APARs for the year 2016-17 is reflected in the following table:

<u>Sl. No.</u>	<u>Status of APARs</u>	<u>No. of APARs</u>
1	Total APARs generated	2722
2	APARs closed	1074
3	APARs in process	1632
4	APARs generated but not sent	16
5	APARs Pending with officers to be reported upon (ORU)	491
6	APARs pending with Reporting Officer	369
7	APARs pending with Reviewing Officer	376
8	APARs pending with CR Section to disclose	38
9	APARs pending with officer (disclosed)	221
10	APARs pending with CR Section to close	132

P.T.O.



3. A plain perusal of the above statement shows that as on date 491 officers have to submit their APARs to the Reporting Officers. It would be appreciated that extended dateline of APARs for submission of self appraisal by the ORU to their respective reporting officers was 30th June, 2017. As per the practice followed by NIC, the windows for online recording of APARs on SPARROW system will be closed on 31st December, 2017. Thereafter, it will not be possible to take any action on the APARs.

4. In view of the facts stated above, all the cadre units are advised to bring the contents of the above OM to the concerned Officer Reported Upon, Reporting Officers and Reviewing Authorities for completing action pending on their part, before the deadline i.e. 31.12.2017.


(Chandra Shekhar)

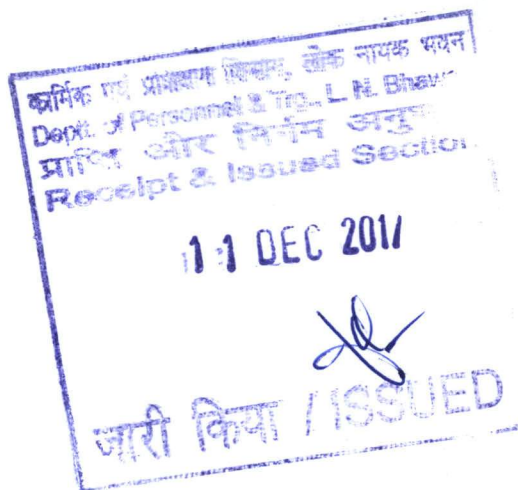
Under Secretary to the Govt. of India
Tel: 011-24624046

To

Joint Secretary (Administration)
Ministry/Department (As per Standard List).

Copy to:-

1. Shri A.K. Saha, DS(CS-II), DOPT, Lok Nayak Bhawan, Khan Market, New Delhi.
2. Shri S.N. Sowpari, Senior Technical Director, NIC, DOPT, North Block, New Delhi.
3. Ms. Rachna Srivastava, HoD, NIC, A-Block, CGO Complex, Lodhi Road, New Delhi.



OLC