

No.22/15/2018-CS-1(APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi, 6th Dec., 2019.

OFFICE MEMORANDUM

Sub: Online generation / recording of APARs on SPARROW – reg.

The undersigned is directed to state that online recording of APARs on 'SPARROW' has been introduced to all the grades of CSS from the FY-2018-19 and vide DoPT's OM of even number dated 28th May 2019, the timelines for recording of APARs were extended, keeping in view the involvement of officers in the general elections to Lok Sabha. However, it is observed from the data available on SPARROW system that a large number of APARs of the officers are still pending at different levels. The status of APARs of CSS officers pending at different levels as on 29.11.2019 is given below:

Pending position of APARs at different levels as on 29.11.2019

S. No	Post	Total APAR	No. of APAR closed	No. of APAR pending	No. of APARs pending at different levels						
					ORU	Rep. Officer	Rev. Officer	CR For dis-closure	Officer dis-closure	CR Section for Closing	Pending for other reasons
1	ASO	4760	2120	2640	592	381	504	39	645	222	257
2	SO	1530	617	913	212	121	173	14	187	87	119
3	US	1599	794	805	88	122	198	4	152	87	154
4	DS	461	212	249	29	43	57	1	50	25	44
5	Director	124	48	76	18	11	12	0	16	8	11
Total		8474	3791	4683	939	678	944	58	1050	429	585

2. Delay in completion of APARs will affect the career prospects of the officers concerned and this will lead to delay in filling up of vacancies. Hence, it is emphasized that the process of completion of recording APARs needs to be expedited.

3. It may be reiterated that the APAR window will be closed on 31.12.2019 and thereafter it will not be accessible for any activity related to recording of APARs. It may also be noted that **APARs WILL NOT BE ACCEPTED IN HARD COPY** except in the case of the exempted categories. All the officers should complete action on their part immediately. Necessary alerts may be sent to all concerned as follows:

- i. **ORUs**, who are yet to submit self-appraisal shall do it immediately, failing which their APAR status will be treated as "Not available / Not submitted to Reporting Officer".
- ii. **Reporting officers** and **Reviewing Officers** have APARs pending at their level. They are also requested to complete action on their part immediately, so as to give sufficient time to administration for proper disclosure of APAR to ORUs and deal with representations, if any.
- iii. **Custodians** have APARs pending for disclosure. The action on their part needs to be completed in time, by issuing regular alerts to the ORU/ Reporting/ Reviewing Officers for completion of action on their part. Disclosure of APARs to ORUs and processing of representations, if any, will also have to be completed by 31.12.2019



4. Keeping in view that no online APAR will be generated and no APAR will be accepted as hard copy (except for exempted categories) on 01.01.2020, all the Ministries/ Departments/ Custodians are requested to bring the instructions in this regard to all officers of CSS cadre [Officer Reported Upon/ Reporting/ Reviewing Officers] for strict compliance. A compliance report on the completion of APAR process may be furnished to DOPT **latest by 16.12.2019**.

5. This issues with the approval of Competent Authority.



(P. Bairagi Sahu)

Under Secretary to Govt. of India
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To: All Ministries/Departments.