

F.No.22/10/2015-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, the 5th February, 2018.


OFFICE MEMORANDUM

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

Attention is invited to this Department's OM of even number dated 6th June, 2017 wherein various time-lines for recording of APARs for the year 2016-17 online on SPARROW were revised. As per the said OM the entire APAR process was required to be completed by 31.12.2017. After the stipulated date the process of recording of online APAR on SPARROW has been automatically closed by the system on 31.12.2017 at various stages of completion of APAR viz. officer reported upon, reporting officer, reviewing officer and APAR at disclosing stage. These APARs might have not been disclosed to the officer reported upon except those APARs which have been finally closed by the custodian of the nodal Ministries/ Departments and forwarded to DoPT.

2. As per extent instructions on maintenance of APARs vide OM No.21011/1/2005-Estt.(A)(Pt.II) dated 23.7.2009, the APARs are to be disclosed to the officer reported upon. Accordingly, nodal Ministries/Departments are advised to ensure that the APARs which have been automatically closed by the SPARROW system on 31.12.2017 at various stages of completion of APAR without disclosing to the officer reported upon may be disclosed to the concerned officer. The APARs are available on sparrow URL (sparrow-css.eoffice.gov.in) in the inbox of the custodian under link Dossier→Officers Completed PAR. The said APARs can also be downloaded by the individual officers by login into sparrow from their personal account under link Dossier→My Completed PAR. The officer concerned may be advised to view their APAR and send a disclosure certificate in terms of the above referred OM.

4. Hard copies of all the APARs alongwith disclosure certificate of the officer reported upon may be forwarded to this Department for retention.


(Chandra Shekhar)
Under Secretary to the Govt. of India
Tel: 011-24624046

To

The Joint Secretary (Admn./Estt.),
Ministries/Departments, (As per Std. list)