



Government of India

Ministry of Finance

Department of Expenditure

Controller General of Accounts

Mahalekha Niyantrak Bhawan

E Block, GPO Complex, INA, New Delhi – 110 023

No.A.28012/2016/Gr.A/SPARROW/1260

Dated: 18/04/2018

**“Office Memorandum”**

**Subject:** Online Generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Window) for Indian Civil Accounts Service (ICAS)- Extension of timeline for submission of self-appraisal for the year 2017-18- reg.

Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pension has extended the date for filling up of self –appraisal on-line up to 30/04/2018 for Organized Group A Services for the year 2017-18. A copy of DoPT's Office Memorandum No. 21011/2/2015-Estt.(A.II) dated 16/04/2018 is enclosed for information to all ICAS officers. The time lines for reporting, reviewing, disclosure, etc shall be as prescribed in DoPT's OM No. 21011/1/2005-Estt (A) dated 23/07/2009.

Encl: Copy of DoPT's OM dated 16/04/2018.

(Rokhum Lalremruata)

Dy. Controller General of Accounts

**To:**

All ICAS officers

**Copy to:**

Sr.AO, ITD, O/o CGA for uploading on CGA's website.

F. No. 21011/2/2015 – Estt. (A-II)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training

North Block, New Delhi – 110001  
Dated the 16<sup>th</sup> April, 2018

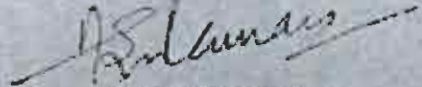
**OFFICE MEMORANDUM**

**Subject:** Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Window) for all Organised Group 'A' services – Extension of timelines for completion of APAR for the year 2017 – 18.

The undersigned is directed to state that from the Reporting year 2016 – 17, all Cadre Controlling Authorities of Organised Group 'A' Services were to generate and record Annual Performance Assessment Report (APAR) of officers under their cadre, online through SPARROW platform. However, it has come to notice that some of the Cadre Controlling Authorities have been facing difficulties in filling up of self-appraisal.

2. As some of the Cadre Controlling Authorities are facing practical difficulties in getting the self-appraisal of the officers under their cadre on SPARROW portal due to technical problems, it has been decided to extend the date for filling up of self-appraisal online up to 30<sup>th</sup> April, 2018 for organised Group 'A' Services for the year 2017 – 18. The timelines for reporting, reviewing, disclosure, etc. shall be as prescribed in DOPT's OM No. 21011/1/2005 – Estt (A) (Pt-II) dated 23<sup>rd</sup> July, 2009.

3. This has the approval of Secretary, DoPT.

  
(N. Sriraman)  
Director (E-II)

**To**

All Cadre Controlling Authorities of  
Organised Group 'A' Services (As per list attached).

**Copy to :** All Ministries and Departments.

**Copy also for information and appropriate action:**

1. E.O. Division, DoPT, North Block, New Delhi.
2. Directorate General of Human Resources Development, Central Board of Excise & Customs, (Attn. Shri Balesh Kumar, Pr. Additional General, HRM-I, DGHRD), Bhai Vir Singh Sahitya Sadan, 3<sup>rd</sup> Floor, Bhai Vir Singh Marg, Gole Market, New Delhi – 110001 w.r.t. letter No. 8/1/BVS/HRD/HRM – I/APAR/2018/9575 dated 12.04.18.
3. NIC, DOPT, North Block, New Delhi, for uploading in the website of the Department.