

**MOST IMMEDIATE**



Government of India  
Ministry of Finance, Department of Expenditure  
**Controller General of Accounts**  
Mahalekha Niyantarak Bhawan  
E Block, GPO Complex, INA, New Delhi – 110 023  
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No. A.28012/2016/Gr.A/SPARROW/ 2151

Dated: 24<sup>th</sup>/07/2017

To

**All ICAS officers (up to SAG level).**

Sub: Mandatory online filing of Annual Performance Assessment Report (APAR) for Organized Group A Services for the year 2016-17- reg.

Sir/Madam,

This office is in the process of online generation and recording of APAR for Indian Civil Accounts Service officers for the year 2016-17 on **SPARROW** (Smart Performance Appraisal Report Recording Online Window).

2. You are requested to furnish following information **(as applicable @)** regarding your APAR/s for the year 2016-17 to the undersigned **by 27.07.2017 positively**.

S#	Information required @
1	Self-attested copy of your Self-Appraisal* (up to Part-II of APAR) as submitted to your Reporting Officer.
2	Name, Designation and NIC e-mail ID of Reporting Officer.
3	Copy of the letter vide which you have forwarded your APAR to Reporting Officer.
4	Copy of the letter vide which your Reporting officer has forwarded the said APAR to Reviewing Officer (in any).
5	Name, Designation and NIC e-mail ID of Reviewing Officer.

\* If you have worked under more than one Reporting/ Reviewing Officer during this period and have submitted more than one APAR then details of broken periods may also need to be given.

@ In case, finalized APAR (after Review) has been received in this office, this letter may be ignored.

Yours faithfully,

(Neeraj Kumar Sharma)

Dy. Controller General of Accounts

Copy to: Sr. Accounts Officer (ITD), to upload on CGA's website.