

E-4497/ A-28022/1/2020-Group B-CGA/104
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
HR-2 Section

Mahalekha Niyantak Bhavan,
GPO Complex, I.N.A., New Delhi

Dated : 20th May, 2024

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW portal for all AAOs and SrAOs for APAR cycle 2023-24.

Reference is invited to this office OM of even no. dated 22.03.2024 & 15.04.2024 regarding mandatory Online submission of APAR in respect of AAOs/Sr.AOs from the APAR cycle 2022-23. Accordingly, all the Departmentalised Accounting Organisations of Ministries/Departments were requested to process the online APAR through SPARROW as per the prescribed timelines by DoPT.

2. Though the prescribed timeline of submission of Self Appraisal by 30th April,2024 is long over, it has been observed that substantial number of APARs generated by the respective custodians in the Ministry/Department are still lying in the account of Officer Reported Upon (ORUs) and thus the same have still not been submitted to the Reporting Officers by ORUs. Such lackadaisical approach causes delay at all levels resulting in delay in completion of the annual APAR exercise.

3. A last opportunity is being given for submission of self appraisal latest by **31.05.2024**, failing which such **APARs shall be auto-forwarded to Reporting Officers.**

4. All AAOs & SrAOs may be informed to submit their self appraisal as per time schedule. In case no self-appraisal is submitted by the officer reported upon by **31.05.2024**, the Reporting Officer can proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his/her self-appraisal within the stipulated time.

This issues with the approval of the Competent Authority.

Amit

(Amit Malhan)

Dy. Controller General of Accounts

To

- i. All Pr.CCA,CCA, CAs (I/C) of Ministry/Department
- ii. Jt.CGA(Admn.), PFMS; Jt.CGA(Admn), O/o CGA; CC(Pensions), ADG(PB); Director(INGAF); CFC(M/o Civil Aviation)
- iii. All PAR Custodians of SPARROW- for necessary action and compliance
- iv. Senior Accounts Officer (ITD) for uploading on CGA's website.