

IMMEDIATE

E-4497 / A-28022/1/2020-Group B-CGA | 249  
Government of India  
Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts  
HR-2 Section  
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Mahalekha Niyantak Bhavan,  
GPO Complex, I.N.A., New Delhi

Dated : 29<sup>th</sup> August, 2024

OFFICE MEMORANDUM

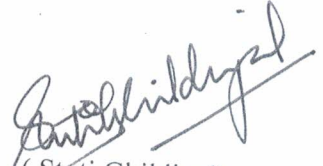
Sub: **Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW portal for all AAOs and SrAOs for APAR cycle 2023-24.**

Reference is invited to this office OM dated 22.03.2024, 15.04.2024 and 20.05.2024 regarding mandatory online submission of APAR in respect of AAOs/SrAOs w.e.f. the APAR cycle 2023-24. Accordingly, all the Departmentalized Accounting Organizations of Ministry/Departments are required to process online APARs through SPARROW as per timeline prescribed by DoPT.

2. It has been observed that a substantial number of APARs are pending at the level of **Reporting Officers and the last date i.e. 31.08.2024** for completing Reporting is very close.

3. All **Reporting Officers** are thus requested to ensure timely completion of reporting of appraisals without fail. In addition, the action for Reporting for those officers who have not yet submitted their self appraisal may also be taken as per APAR guidelines.

This issues with the approval of the Competent Authority.

  
( Stuti Ghildiyal)

Asstt. Controller General of Accounts

To

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