

REMINDER
IMMEDIATE

E-4497 / A-28022/1/2020-Group B-CGA/327
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
HR-2 Section

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

Dated : 10th October, 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, 20.05.2024 and 29.08.2024 regarding mandatory online submission of APAR and its completion by ORU/Reporting Officer/Reviewing Officer 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. The last date for submission of report by the Reporting Officer to Reviewing Officer is **15.10.2024**.

3. All the Reporting Officers are, therefore, requested to ensure timely completion of reporting of APARs without fail. In addition, the action for force forwarding of APARs in respect of those officers who have not 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.