

F. No. A-28012/1/2025-Group A-CGA/(18275)/4339-40
(Government of India)
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Mahalekha Niyantak Bhawan
E Block, GPO Complex, INA, New Delhi-110023

Dated: 19th February, 2025

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Appraisal Report (APAR) on "SPARROW" (Smart Performance Appraisal Report Recording Online Window) for the year 2024-25 in respect of Indian Civil Accounts Service- reg.

The office of Controller General of Accounts has introduced online recording of APAR in respect of ICAS officers from the year 2017-18. All officers are mandatorily required to fill their APAR, through "SPARROW" only.

2. The inputs (Annexure) for centralized database management being maintained in the HR-I section under "SPARROW" system in respect of each Indian Civil Accounts Service officer for the period **01/04/2024 to 31/03/2025** are required to be submitted at the earliest and not later than **07/03/2025 through email** at groupa-cga@gov.in.

3. While providing the inputs in the 'Annexure-A', it may be ensured that the data is accurate.

4. All ICAS officers are requested to strictly adhere to the time schedule / target dates prescribed by Department of Personnel & Training for filling up of self-appraisal, reporting, reviewing and acceptance of APAR within stipulated time schedule.

Tripti Patra

(Tripti Patra Ghosh)

Jt. Controller General of Accounts

Ph: 011-24645993

To

All ICAS Officers

Copy to: The Sr. AO (ITD) for uploading on CGA's website

Inputs required for preparation of APAR for the period 01/04/2024 to 31/03/2025 in respect of each ICAS officer:

1. Details of the Officer reported upon during the period from to

- a. Name:
- b. Designation:
- c. Service & Batch (if any):
- d. NIC e-mail and Phone No:

2. Period of absence on leave during the period under appraisal (Excluding CL and RH):

S.No	Type of leave	Period from	Period to

3. Training programmes attended, if any, during the period of appraisal:

S.No	Institute	Subject/ Programme	Date from	Date to

4. Details of the **Reporting officer/ officers** during the period

- e. Period: From..... To
- f. Name:
- g. Designation:
- h. Service & Batch (if any):
- i. NIC e-mail and Phone No:

5. Details of the **Reviewing officer/ officers** during the period

- a. Period: From..... To
- b. Name:
- c. Designation:
- d. Service & Batch (if any):
- e. NIC e-mail and Phone No:

It is requested to provide above mentioned details to this office at the earliest and not later than 07/03/2025 by email at groupa-cga@gov.in.