

No. A-28012/1/2023-Group A- CGA / (12404)/506
Department of Expenditure
Controller General of Accounts
Mahalekha Nyantrak Bhavan
E Block, GPO Complex, INA, New Delhi – 110023

Dated: 9th May, 2024

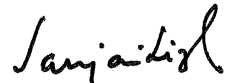
Office Memorandum

Subject: Providing Correct and timely Inputs for generation of APAR in SPARROW-reg.

It has been observed that in many instances, ICAS officers have provided incorrect inputs mainly regarding Reporting and Reviewing Officer for the generation of APAR in SPARROW. Additionally, there have also been cases where there is delay in providing inputs, especially where Reporting Officer/Reviewing Officer is retiring or has been transferred within the Financial Year (Reporting Year). ICAS officers must be aware that the Retiring Officers can Report/Review only within one month of their retirement.

2. Non submission of accurate and timely inputs by ICAS officers adversely affects the APAR process and quite often results into No Report/No Review which is not a desirable situation especially while considering cases for DPC/Screening Committee

3. Therefore, it is advised that all ICAS Officers may ensure that the inputs for APAR are provided timely and correctly. The timelines as provided by DOPT need also be adhered to. This will facilitate a smooth and efficient APAR generation and completion process.



(Sanjai Singh)

Joint Controller General of Accounts

Ph. 011-24690500

To,

All ICAS officers.

Copy to Sr AO(ITD): for uploading on website.