

**“Group A Cadre Administration”  
Controller General of Accounts  
2<sup>nd</sup> Floor, Mahalekha Nityantrak Bhawan  
E-Block, GPO Complex, INA, New Delhi**

No. A-28012/2016/Gr.A/SPARROW/ 733

Dated: 7<sup>th</sup> March, 2018

**OFFICE MEMORANDUM**

**Subject:** Online generation and recording of Annual Performance Appraisal Report (APAR) on “SPARROW” (Smart Performance Appraisal Report Recording Online Window) for Indian Civil Accounts Service- reg.


The office of Controller General of Accounts has initiated the process of online recording of APAR in respect of ICAS officers. All the officers have to mandatorily fill their APAR for the year 2017-18, through “SPARROW” only.

The following inputs are required for centralized database management being done in the Group “A” section under “SPARROW” system in respect of each Indian Civil Accounts Service officer for the period 01/04/2017 to 31/03/2018.

1. Period of absence on leave of the kind due during the period (Excluding CL and RH). (Type of leave, Period of leave)
2. Training programmes attended, if any, during the period. (Institute, Subject/ Programme, Date from, Date to)
3. Details of the Reporting officer during the period (Name, Designation, NIC e-mail, Phone No.)
4. Details of the Reviewing Officer during the period (Name, Designation, NIC e-mail, Phone No.)

**(In case of more than one Reporting/ Reviewing Officer during this period kindly provide the details of broken period.)**

It is requested to provide above mentioned details to this office immediately and not later than by **16.03.2018** at **groupa-cga@nic.in**.

  
07/03/18

(Vipen Kumar)

Sr. Accounts officer

Ph: 24645814

To

All ICAS Officers

Copy to

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