

**F.No. A-28012/1/2023-Group A-CGA/(12404)/ 616**  
**(Government of India)**  
**Ministry of Finance**  
**Department of Expenditure**  
**Controller General of Accounts**  
**Mahalekha Niyantrak Bhawan**  
**E Block, GPO Complex, INA, New Delhi-110023**  
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Dated: 06<sup>th</sup> June, 2023

**OFFICE MEMORANDUM**

**Subject: Auto-forward of Annual Performance Appraisal Report (APAR) on “SPARROW” (Smart Performance Appraisal Report Recording Online Window) in respect of Indian Civil Accounts Service- reg.**

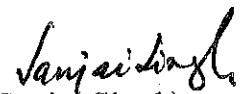
It has been observed that the timelines for APAR process issued by DoP&T vide its OM No. 21011/1/2005-Estt(A)(Pt.II) dated 23.07.2009 have not been adhered to in many instances.

2. The timelines are reiterated as below:

S.No	Activity	Date by which to be completed
1	Distribution of blank forms/ online generation of APAR	31 <sup>st</sup> March (this may be completed even a week earlier)
2	Submission of Self-Appraisal to Reporting Officer	15 <sup>th</sup> April
3	Forwarding of report by Reporting officer to Reviewing Officer	30 <sup>th</sup> June
4	Forwarding of report by Reviewing Officer to APAR Cell /Accepting Authority (wherever provided)	31 <sup>st</sup> July
5	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August
6 (a)	Disclosure of APAR to the officer reported upon (where no Accepting Authority)	01 <sup>st</sup> September
6 (b)	Disclosure of APAR to the officer reported upon (where Accepting Authority)	15 <sup>th</sup> September
7	Receipt of representation, if any, on APAR	15 days from the date of communication
8	Forwarding of representation to the competent authority.	
(a)	Where there is no accepting authority for APAR	21 <sup>st</sup> September
(b)	Where there is accepting authority for APAR	06 <sup>th</sup> October
9	Disposal of representation by the competent authority	Within one month of date of receipt of representation by the competent authority
10	Communication of the decision of the competent authority on the representation by APAR Cell	15 <sup>th</sup> November
11	End of entire APAR Process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November

3. Controller General of Accounts has taken a serious view of non-compliance of these timelines. It has been decided that to ensure compliance of APAR timelines, provision of auto forwarding of APAR from one stage to next stage after the specified due date will be introduced from the APAR year 2022-23 onwards.

4. Keeping this in view, the officers who have not yet submitted the self-appraisal (due date 15<sup>th</sup> April, 2023) are advised to submit self-appraisal to their reporting officer immediately, without any further delay, but not beyond 12<sup>th</sup> June 2023. If the officer reported upon does not submit the APAR by 12<sup>th</sup> June 2023, the same will be auto forwarded to reporting officer for report. The Reporting and Reviewing Officers need also adhere to the timelines. The Officers reported upon may also follow up and ensure timely completion of the exercise by their Reporting and Reviewing Officers.



(Sanjai Singh)

Jt. Controller General of Accounts

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To

All ICAS Officers

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