

CIRCULAR

No.AN/I/50/APAR/2015-16  
Office of the PCDA (BR)  
Seema Sadak Bhawan  
Delhi Cantt – 110010  
Dt. 25.11.2016

To,

1. The CDA (BR), Guwahati
2. The Jt.CDA(BR), Chandigarh
3. The PAO(GREF), Pune
4. The IFA(BR) Delhi Cantt
5. All Sections (Main Office)

Sub – Introduction of SPARROW for completion of APARs in the DAD.

Ref- HQrs Office letter No.AN-I/1058/Online APAR Completion dt 21.11.2016..

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A copy of HQrs Office Circular no. AN-I/1058/Online APAR Completion dt 21.11.2016 (Copy Enclosed) on the above subject is forwarded herewith for information guidance and necessary action.

As per the guideline based on the recommendations of the Group of Secretaries on Governance, the Government has decided to switch over the online completion of APARs for all the departments. The completion of online APARs is a mandatory system to be adopted by each department for the APARs to be completed for the reporting year 16-17 i.e. the APARs to be written beyond 1<sup>st</sup> April, 2017. As such, there should be no manual APARs from 1<sup>st</sup> April, 2017. The SPARROW(Smart Performance Appraisal Report Recording Online Window)-an online system for filing of PAR of AIS Officers, having successfully run w.e.f. 1<sup>st</sup> April 2014, shall be customized in co-ordination with NIC and utilized for the purpose

Further, it may please be intimated that keeping the paucity of time and necessity to implement the system, it has been decided to undertake the following actions in respect of Officer/staff serving in the jurisdiction (including those on proforma strength of the organization):

- (i) To intimate their valid/active NIC e-mail id's and a database be maintained in the records.
- (ii) Who do not have NIC e-mail id's and passwords should be directed to fill in the forms and apply for creation of their e-mail id's and passwords immediately, forward to this office.
- (iii) To intimate their AADHAR Nos with the mobile nos. seeded with it in UIDAI database and a database of the details be maintained in the records.
- (iv) Who have AADHAR Nos but do not have mobile nos seeded in the database of UIDAI, to immediately get their mobile nos.
- (v) Who have not yet got AADHAR no. be directed to obtain the same with duly seeded mobile no.
- (vi) The following reports, in above regard, may be sent to this office in the following formats:

(a) NIC E-mail id's

Group	Total No. of officers posted(As on	No. of officers holding valid/active NIC e-mail id,s	No. of officers who have applied for obtaining valid NIC e-mail id's	No. of officers if any left for applying for obtaining valid NIC e-mail id's with reasons	Action to get valid e-mail id's for all remaining officer's and staff proposed to be completed by the date reasons	Remarks
A						
B						
C						
Total						

(b) AADHAR no. with seeded mobile nos.

Group	Total No. of officers posted(As on	No.of officers having AADHAR no. with seeded mobile nos.	No. of officers having AADHAR no. But not with seeded mobile nos.	No. of officers if any , not having AADHAR no. with reasons	Action to get AADHAR no. with seeded mobile nos. for all remaining officers and staff proposed to be completed by the date	Remarks
A						
B						
C						
Total						

In case any officer or staff is on leave/training, etc entailing his stay away from office he/she may be directed by sending a correspondence at his/her official/residential address, to intimate the details/to take necessary action and the progress be monitored closely till completion.

It has also been decided that the above actions may please be completed immediately and intimated as per following schedule.

Sl. No	Group	To be intimated by
1.	A	5 <sup>th</sup> December,2016
2.	B&C	17 <sup>th</sup> February, 2016

Encls: As stated.



(Ravi Kiran)  
ACDA (AN)

Copy to:

Offr In-Charge  
EDP Section(Local)

With a request for taking immediate action for completion of the exercise for availability of valid/active NIC e-mail id's for all the officers and staff in the Department, as requested above.



(Ravi Kiran)  
ACDA (AN)

OFFICE OF THE  
**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

Ulan Batar Road, Palam, Delhi Cantt- 110010

**IMPORTANT CIRCULAR**

No. AN-I/1058/Online APAR Completion

Date: 21.11.2016

To,

All PCsDA/CsDA & equivalent

(through CGDA's web-site)

Subject: Introduction of SPARROW for completion of APARs in the DAD.

The recording of Performance Appraisal Report is undertaken annually as it provides the basic and vital inputs for development of an officer. The PARs of all government officials are written as per 'schedule/timelines enshrined in the relevant rules of the Service. The Performance Appraisal Reports not recorded within prescribed schedule/timelines are treated as 'time barred' and where dates are not indicated by the officer reported upon, Reporting/Reviewing/Accepting Authority, such PARs are taken on record assuming that these would have been recorded in time and dates were left inadvertently. Instances, however, have been coming to the notice, where such gaps are exploited by ante-dating self-assessment or remarks being left undated intentionally. Further, the non-availability of completed APARs had been a major factor for delay in career progression i.e. holding of DPC's on time, promotions, empanelment, etc. of the work-force.

2. Based on the recommendations of the Group of Secretaries on Governance, the Government has decided to switch over to the online completion of APARs for all the departments.
3. The completion of online APARs is a mandatory system to be adopted by each department for the APARs to be completed for the reporting year 16-17 i.e. the APARs to be written beyond 1<sup>st</sup> April, 2017. As such, there should be no manual APARs from 1<sup>st</sup> April, 2017. The SPARROW (Smart Performance Appraisal Report Recording Online Window) - an online system for filing of PAR of AIS officers, having successfully run w.e.f. 1<sup>st</sup> April, 2014, shall be customized in co-ordination with the NIC and utilized for the purpose.
4. The following are the basic requirements for successfully completing the online APARs:
  - (i) NIC e-mail id's and passwords as well as Digital Signatures Certificates (DSC) for the officers and staff because the online APARs application will not be accessed without valid NIC e-mail id and the digital signatures certificates would be required for authenticating the APARs.
  - (ii) Till availability of DSC's, the "eSign" facility launched by the DEITY - which is an online service without using physical dongles that offers application service providers the functionality to authenticate signers and perform the digital signing of documents using AADHAR service has also been started. However, for the purpose it is mandatory to have the mobile number of the user registered with UIDAI

(i.e. linked to AADHAR) as One Time Password (OTP) will be sent for e-signing the online completed APARs.

The o/o the CGDA is already under correspondence with the NIC for setting out the modalities for obtaining DSC's, etc., which may take some time.

5. As such, keeping the paucity of time and the necessity to implement the system, it has been decided that offices of all the PCsDA/CsDA & equivalent should immediately undertake the following actions in respect of the officers and staff serving in the organization (including those on proforma strength of the organization):

- (i) to INTIMATE their valid/active NIC e-mail id's and passwords and a database be maintained in the records.
- (ii) who do not have NIC e-mail id's and passwords should be directed to fill-in the forms and apply for creation of their e-mail id's and passwords immediately, if required, in consultation with the IT Wing of the HQrs office. The forms may please be provided to them at the earliest.
- (iii) to INTIMATE their AADHAR Nos. with the mobile nos. seeded with it in UIDAI database and a database of the details be maintained in the records.
- (iv) who have AADHAR Nos. but do not have mobile nos. seeded in the database of UIDAI, to immediately get their mobile nos. seeded in UIDAI database i.e. linked with AADHAR nos. so as to enable them to use "eSign" facility till issue of Digital Signatures Certificates.
- (v) who have not yet got AADHAR no. be directed to obtain the same with duly seeded mobile no.
- (vi) The following reports, in above regard, may be sent to this HQrs office in the following format:

(a) NIC E-mail id's

Group	Total No. of officers posted (As on _____ Dec., 2016)	No. of officers holding valid/active NIC e-mail id's	No. of officers who have applied for obtaining valid NIC e-mail id's	No. of officers, if any, left for applying for obtaining valid NIC e-mail id's with reasons	Action to get valid e-mail id's for all remaining officer's and staff proposed to be completed by the date	Remarks, if any
1	2	3	4	5	6	7
			(4=2-3-5)	(5=2-3-4)		
A						
B						
C						
Total						

(b) AADHAR no. with seeded mobile nos.

Group	Total No. of officers posted (As on Dec., 2016)	No. of officers having AADHAR no. with seeded mobile nos.	No. of officers having AADHAR no. BUT NOT with seeded mobile nos.	No. of officers, if any, not having AADHAR no. with reasons	Action to get AADHAR no. with seeded mobile nos. for all remaining officer's and staff proposed to be completed by the date	Remarks, if any
1	2	3	4 (4=2-3-5)	5 (5=2-3-4)	6	7
A						
B						
C						
Total						

6. In case, any officer or staff is on leave/training, etc., entailing his stay away from office, he/she may be directed, by sending a correspondence at his/her official/residential address, to intimate the details/to take necessary action and the progress be monitored closely till completion.


7. It has also been decided that the above actions may please be completed immediately and, in any case, not later than 9<sup>th</sup> December, 2016.

8. This issues with the approval of CGDA.

  
(SHAM DEV)  
Joint CGDA (AN)

Copy to:

1. Dy. CGDA (AN) (Local) - With a request for similar action as above in respect of the officers and staff serving in o/o the CGDA, Delhi Cantt.
2. Sr. Dy. CGDA (IT) (Local) - With a request for taking immediate action for completion of the exercise for availability of valid/active NIC e-mail id's for all the officers and staff in the Department, as requested above.

  
(SHALEEN SHARMA)  
For CGDA