

A-28011/3/2019-APAR Cell
भारत सरकार/Government of India
कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

Room No. 537, 'A' Wing
5th floor, Shastri Bhawan, New Delhi
Dated: 10.01.2019

OFFICE MEMORANDUM

Subject: Implementation of SPARROW module in the Ministry-clarification for generation of APAR-reg.

The undersigned is to refer to this Ministry's OM No. A-42011/69/2015-APAR (Pt.-I) dated 11.10.2017 and to reiterate DoPT's extant instructions, contained in O.M. No. 51/5/72-Estt. 'A' dated 20.05.1972, which reads as under:

"While normally there should be only one Report covering the year of Report, there can be situation in which it becomes necessary to write more than one Report during a year. There is no objection to two or more independent Reports being written during a year by different Reporting Authorities, subject to the condition that each Reporting Authority has at least three months".

2. It is evident from above instructions that more than 01 ACR/APAR for one Assessment Year can be generated only when Reporting Authority (not Reviewing Authority) changes midyear, after overseeing the work and conduct of assessee officer/official for a period of at least 03 months of the year.

3. All RDs, being PAR Custodian, are advised to adhere to the above instructions at the time of generation of APAR of the officers/officials of the Ministry in future.


(Manish Kumar Sahay)

Under Secretary to the Govt. of India
Ph.: 011- 2338-3507

To,

1. All RDs (being PAR Custodian)-for information.
2. DGCoA/Chairman, IBBI/ General Manger, IEPFA/ Director, SFIO/ ROC, CRC/ Joint Director, ICLS Academy - for information and circulation among all Group 'A', 'B' and 'C' officers/officials (including Stenographers).
3. All Group 'A', 'B' and 'C' officers/officials (including Stenographers) posted in field offices-through their respective Custodian.
4. All Group 'A' and 'B' officers/officials posted in MCA HQ.
5. e-Governance Cell- for uploading the OM under "APAR Status".