

A-28011/27/2018-APAR Cell  
भारत सरकार/Government of India  
कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

Room No. 537, 'A' Wing  
5<sup>th</sup> floor, Shastri Bhawan, New Delhi  
Dated: 04.04.2019

**OFFICE MEMORANDUM**

**Subject: Annual Performance Appraisal Report (APAR) for ICLS officers w.e.f. 2018-2019-reg.**


The undersigned is to refer to Para 03 of this Ministry's office order dated 05.11.2018 (copy enclosed) and to inform that modified APAR proforma, which includes the column of Accepting Authority, for ICLS officers of the Ministry has been devised and the same has been made live by the SPARROW team w.e.f. 03.04.2019 (A/N).

2. All the SPARROW functionaries are, therefore, requested to generate the APAR(s) of ICLS officers as per the modified APAR proforma by selecting the **Form Type: Indian Corporate Law Service Form w.e.f. 2018-19** at the time of creation of workflow (see **Annexure** for ready reference). Steps to select the modified APAR proforma are as under:

Workflow ⇒ Assessment Period ⇒ Status ⇒ Form Type i.e. Indian Corporate Law Service Form w.e.f. 2018-2019

3. All the ICLS officers are also requested to ensure that their APAR(s) shall be generated as per modified APAR proforma which includes the column of **Accepting Authority**. In case of issues, the concerned may contact to his/her Custodian i.e. O/o the concerned Regional Director.

Encl. As stated.

  
(Manish Kumar Sahay)  
Under Secretary to the Govt. of India  
Ph. 011 2338-3507

To,

1. PPS to Secretary/AS/ DGCoA/JS(AA)/JS(K)/JS(G)
2. All DIIs/Directors/RDs/ROCs/ROC-cum-OLs/OLs
3. Chairman, IBBI/General Manger, IPEFA/ Director, SFIO/ROC, CRC/Joint Director, ICLS Academy - for information and circulation among ICLS officers.
4. PS to DS(VK)/US(RV)/SO(Ad. II)
5. All ICLS officers posted in field offices-through their HOOs - for information.
6. All ICLS officers posted in MCA HQ.
7. e-Governance Cell- for uploading the OM under "APAR Status".

A-28011/24/2018-APAR Cell  
भारत सरकार/Government of India  
कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

Room No. 537, 'A' Wing  
5<sup>th</sup> floor, Shastri Bhawan, New Delhi  
Dated: 05<sup>th</sup> November, 2018

OFFICE ORDER

With the approval of Competent Authority, the following revised channel of submission of APAR in respect of ICLS officers, Ministry of Corporate Affairs, has been prescribed:

S. No.	Post/Grade	Channel of Submission of APAR
1.	Regional Director (RD)	(i) Reporting Authority: Director General, CA (ii) Reviewing Authority: Addl. Secretary, CA (iii) Accepting Authority: Secretary, CA
2.	Registrar of Companies (ROC)/ROC-cum-OL (except ROC posted in CRC)	(i) Reporting Authority: Regional Director (ii) Reviewing Authority: Director General, CA (iii) Accepting Authority: Secretary, CA
3.	Official Liquidator (OL)	(i) Reporting Authority: Regional Director (ii) Reviewing Authority: Joint Secretary (iii) Accepting Authority: Secretary, CA
4.	Director or DII (in Dte. General)	(i) Reporting Authority: Director General, CA (ii) Reviewing Authority: Addl. Secretary, CA (iii) Accepting Authority: Secretary, CA
5.	Director or DII (in MCA Hq.)	(i) Reporting /Reviewing Authority: As per channel of reporting. (ii) Accepting Authority: Secretary, CA
6.	Heads of Office (HOO) of CRC & ICLS Academy	(i) Reporting /Reviewing Authority: As per channel of reporting. (ii) Accepting Authority: Secretary, CA
7.	Officers other than HOO [in MCA/Dte. Gen (except Director & DII), Regional Dte., Field Offices, CRC, ICLS Academy]	(i) Reporting /Reviewing /Accepting Authority: As per channel of reporting.

2. APAR writing channel in respect of Director General, CA, as prescribed vide Office Order dated 05.12.2017 shall remain unchanged.

3. Changes in the respect of APAR proforma in SPARROW module shall be done accordingly in consultation with NICSI.

  
(Manish Kumar Sahay)

Under Secretary to the Govt. of India

Ph. 011 2338-3507

To,

1. PPS to Secretary/ AS/ DGCoA/JS(AA)/JS(K)/JS(G)/JS(AC)
2. All DIIs/Directors/RDs/ROCs/ROC-cum-OLs/OLs
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6. All ICLS officers posted in MCA HQ.
7. e-Governance Cell- for uploading the Office Order under "APAR Status".

Annexure

Browser tabs: @gov.in, WELCOME TO SPARROW

Address bar: https://sparrow-icls.eoffice.gov.in/SPARROW\_ICLS/workflow/doDefine?employeeParam=ji14aPPDmHPc8\_GMnAmndQ&assessmentYearParam=eps31\_1QZyah-H17P7D&wlg

Page Title: Smart Performance Appraisal Report Recording Online Window (SPARROW)

User: M. MANISH KUMAR SAHAY (UNDER SECR)

Navigation: Home > Workflow > Define Workflow

Basic Information

Code: Name: Designation: DIRECTOR  
Service: ICLS Cadre: CENTRAL SERVICES Organization: CORPORATE AFFAIRS  
Batch:

Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2018 To: 31/03/2019	WORKING	---SELECT---	Continue

Form Type dropdown options: Indian Corporate Law Service Form - ICLS, Indian Corporate Law Service Form - we f : 2018-2019

System tray: 9:23 AM, 04-Apr-19