

F. No.-A-28011/12/2017-APAR Cell
भारत सरकार /Government of India
कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

'A' Wing, 5th Floor, Shastri Bhawan,
New Delhi, the 15th March, 2018

To,
All Regional Directors (through e-mail)

Subject : Implementation of SPARROW for Group 'B' and Group 'C' Officials of
the Ministry - reg.

Sir,

I am directed to refer to this Ministry's OM No. A-42011/5/2016 dated 12.08.2016 (copy enclosed) wherein, APAR writing channel (i.e. Reporting and Reviewing Officers at the time of initiating of APAR) in respect of Group A Officers of ICLS cadre had been prescribed and to inform you that on the same analogy the Ministry has prescribed APAR writing channel in respect of Group 'B' and 'C' Officials of the Ministry posted in the Headquarters and field offices of MCA, which is enclosed.

2. You are requested to provide your valuable suggestions, in consultation with the field offices, for further improvement and modification in the existing APAR writing channel by return mail latest by today 05:00 PM. If, no feedback is received by the said timeline, it will be presumed that you have no objection in the existing APAR writing channel.

Encl.: As above.

Yours faithfully,



(Manish Kumar Sahay)
Under Secretary to the Govt. of India
011-23383507

Copy, to:-

1. PPS to JS(G)
2. PS to DS(VK)
3. All Sections of MCA HQ - for valuable feedback and suggestions.

New Delhi, 12th August, 2016


OFFICE MEMORANDUM

Sub: Reporting and Reviewing Officer of ICLS officers in MCA Hqrs.

The undersigned is directed to refer to APAR guidelines and extant instructions on the subject and to convey the Reporting and Reviewing Officer of ICLS officers in MCA Hqrs. It has been decided to convey the following directions.

2. It is assumed that in field offices Regional Directors who are in SAG grade and is reported upon by ROCs and OLs in addition to the officers posted in O/o Regional Director are normally Joint Director, Dy. Director and Asstt. Director. As per convention in this Ministry, Regional Director who is reported upon by ROCs & OLs use to send APAR of ROCs to Additional Secretary for Review and APAR of OLs to Concerned Joint Secretary in Charge of Liquidation matters. It is possible that ROC/OL may be in STS or even JTS grade, hence the Reporting and Reviewing officer in such cases has been decided as under:

- i. For APAR of all RDs Reporting Officer will be Additional Secretary and Reviewing Officer will be Secretary, CA. Reporting Officer for Director, ICLS Academy will be Additional Secretary and Reviewing Officer will be Secretary, CA.
 - ii. Reviewing of APAR for the ROCs whom Reporting officer is RD will be Additional Secretary, however, Review of APAR of OLs will be done by the concerned Joint Secretary, MCA HQ who looks after liquidation matter.
 - iii. It has been seen that there are few officers (JTS, STS & JAG) posted in Regional HQ under direct control of RD and whose Reporting Officer is Regional Director. APAR of these officer will be reviewed by Addl. Secretary.
 - iv. As regards ICLS officers posted at Hqrs is concerned, DIIs (CL-II) use to report DGCoA, hence APAR of DIIs will be submitted to the DGCoA and Such APAR will be reviewed by Secretary. Further, DII (Policy) use to report concerned JS, hence in this case Reporting officer will be JS and reviewing officer will be Secretary.
3. This issue with the approval of competent Authority.


(Rakesh Kumar)

Under Secretary to the Govt. Of India

To

1. PSO/PPS/PS to Secretary/ AS /JS (B)/JS (K)/JS (GKS)/ JS (AC)/ DII (NS).
2. O/o DGCoA.
3. ICLS Academy.
4. All RDs/ROCs/OLs, MCA.
5. Ad-II Section.
6. E-Gov. Cell for uploading in APAR corner of MCA website

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Channel of APARs submission for Group 'B' & 'C' officials

SN	Offices	Group/ Cadre	Reporting Officer	Reviewing Officer
1.	Regional Directorate (RD)		AD/DD/JD (to whom the official reports)	RD
2.	Registrar of Companies (ROC)		AROC/DROC/ROC (to whom the official reports)	ROC/RD
3.	Official Liquidator (OL)	Group 'B' & 'C' (other than Stenographers)	AOL/DOL/OL (to whom the official reports)	(whoever is the next higher authority) OL/RD
4.	ROC-cum-OL		AROC-cum-AOL/DROC-cum-DOL/ROC-cum-OL (to whom the official reports)	(whoever is the next higher authority) ROC-cum-OL/RD
5.	MCA Headquarters		Section Head	(whoever is the next higher authority)
6.	All field offices and MCA Headquarters	Stenographer	The officer with whom he/she is attached.	Immediate superior to Section Head Not Applicable.

* If such a situation arises in which, there is no Reporting Officer with requisite experience (i.e. 3 months) to initiate the APAR, the Reviewing Officer will himself initiate the Report as a Reporting Officer, if he is otherwise eligible for the same. Where a Report is thus initiated by the Reviewing Officer, it will be submitted by him to his own superior for Review, if there is a superior officer to him. (DoPT's OM No.21011/8/85-Estt.'A' dated 23.09.1985 refers)

Manish Kumar Sahay

Under Secretary to the Govt. of India

Ph. 011 2338-3507