No. A-42011/69/2015-APAR (Pt-I)

Government of India/भारत सरकार

Ministry of Corporate Affairs/कारपोरेट कार्य मंत्रालय

Room No. 537, 'A' Wing
5th floor, Shastri Bhawan, New Delhi
Dated: 11th October, 2017

OFFICE MEMORANDUM

Subject: Implementation of SPARROW for ICLS officers-reg.

The undersigned is directed to refer to this Ministry's OM even number dated 05th October, 2017 and to convey the DoPT's extant guidelines regarding generation of APARs for the part period(s):

(a)   "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 Officers, subject to the condition that each Reporting Officer has at least three months experience on which he can base his report in the Government servant reported upon. Where more than one Report is written in the course of a year, each Report should indicate precisely the period covered by it. When a Report has to be written by a Reporting Officer, who is under transfer, it should be written at the time of transfer or immediately thereafter and not deferred till the end of the year."

(b)   "Where a Reporting officer retires, he may be allowed to give the report on his subordinates within one month of retirement."

2.   Keeping in view the recent transfers/postings of Group 'A' ICLS officers, all RDs are requested to ensure initiation of requisite APARs in SPARROW module accordingly. This shall also be treated as standing instructions for requisite action pertaining to initiation and completion of APARs in the case of transfers/postings or retirement of ICLS officers taking place in future.

(Ravi Vazirani)
Under Secretary to the Govt. of India

To,
1.   All RDs- to ensure close monitoring and strict compliance.
2.   All ICLS officers-through their respective custodian
3.   All SPARROW functionaries –through their respective custodian

Copy, for information, to:-

1.   PSO to Secretary, CA
2.   PPS to AS, CA
3.   PPS to JS(G)/ PS to DS(VK)