

Room No. 537, 'A' Wing
5th floor, Shastri Bhawan, New Delhi
Dated: 29.11.2019

OFFICE MEMORANDUM

Subject: Implementation of SPARROW module in the Ministry- Generation of Part - Period APAR for the Assessment Year 2019-20-reg.

The undersigned is to refer to this Ministry's OM of even number dated 10.01.2019 (copy enclosed) and OM No. A-42011/69/2015-APAR (Pt-I) dated 11.10.2017(copy enclosed) pertaining to generation of Part- Period APAR of the officers/officials of the Ministry during the Assessment Year (AY).

2. Keeping in view recent Transfers/Promotions of Group 'A', 'B' and 'C' officers/officials, it is inevitable to generate the APAR of the officers/officials provided the Reporting Authority (not Reviewing Authority) changes midyear, after overseeing the work and conduct of the assessee officer/official for a period of at least 3 months during the AY 2019-20.

3. Further, all the Group 'A' (i.e. ICLS) and Group 'B' and 'C' officers/officials, who got Transferred/Promoted during AY 2019-20, are requested to contact to their respective Custodian [i.e. O/o the concerned Regional Director or APAR Cell (in case of officers/officials posted in MCA HQ)] so as to get their Part-Period APAR for the AY 2019-20.

4. All RDs, being PAR Custodian (Primary), are also advised to adhere to the instructions as contained in the ibid OMs while generating the APAR of the officers/officials of the Ministry.


(Manish Kumar Sahay)

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

To,

1. All RDs-for necessary action, if any.

Copy to:

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

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".

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)