IMPORTANT CIRCULAR

Sub.: Online Completion of APARs for the year 2020-21 on SPARROW application in r/o Senior Auditors/Auditors

Ref.: This office most important circular No. even dated 02.08.2021

APARs for the year 2020-21 in r/o Senior Auditors/Auditors of this organisation have been generated online through ‘SPARROW’ application.

2. All the SAOs/AOs/AAOs are requested to ensure that all the Senior Auditors/Auditors deployed under them have received online APAR for the year 2020-21. It may please be ensured that all the Senior Auditors/Auditors should fill Part II of their APARs (Self-Appraisal) online and submit to their Reporting Officer by due date. The revised target dates issued by DoPT are enclosed as Annexure ‘A’ to this circular.

3. The steps to be taken for filling the APAR are enclosed as Annexure ‘B’ to this circular which may be followed strictly while filling the APARs.

4. All the SAOs/AOs/AAOs are requested to sensitize and guide the Senior Auditors/Auditors for filling the online APARs.

5. All the Reporting/Reviewing/Accepting Officers of the Senior Auditors/Auditors are requested to keep a watch on the submission of the APARs in r/o Senior Auditors/Auditors and assess their APARs online by login to URL https://sparrowbande-dad.cgda.gov.in by target dates as per Annexure ‘A’ to this circular.

Note: For any query in this regard please contact the following PAR MANAGERS during office hours on 0172-2741610-13 (Ext 222)

1. Smt. Vijay Sandal, AAO (Mob. : 8288833663)
2. Sh. Harsh Bhatia, SA (Mob. : 9814709949)
3. Sh. Anmol Mittal, Adr (Mob. : 9417737697)

No. AN/IV/1187/1189/APAR/2020-21
Dated: 06.08.2021

Distribution:
1. All IDAS officers
2. All sections in Main office
3. All Sub-offices including IFAs under PCDA (WC)
4. IT&S (Local) : For uploading on the PCDA (WC) website

(SAHIL GOYAL)
DCDA (AN)
Time schedule for recording and completion of APAR for the year 2020-21 for Group ‘A’, ‘B’ and ‘C’ officers of Central Civil Services

<table>
<thead>
<tr>
<th>SN</th>
<th>Activity</th>
<th>Date by which activity to be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distribution of blank forms/ on line generation of APAR</td>
<td>31st July, 2021</td>
</tr>
<tr>
<td>2</td>
<td>Submission of self-appraisal to the reporting officer</td>
<td>31st August, 2021</td>
</tr>
<tr>
<td>3</td>
<td>Forwarding of report by reporting officer to reviewing officer</td>
<td>30th September, 2021</td>
</tr>
<tr>
<td>4</td>
<td>Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)</td>
<td>15th November, 2021</td>
</tr>
<tr>
<td>5</td>
<td>Appraisal by Accepting Authority, wherever provided</td>
<td>15th December, 2021</td>
</tr>
<tr>
<td>6</td>
<td>Disclosure of APAR to the officer reported upon where there is no accepting authority.</td>
<td>30th November, 2021</td>
</tr>
<tr>
<td></td>
<td>Disclosure of APAR to the officer reported upon where there is accepting authority.</td>
<td>31st December, 2021</td>
</tr>
<tr>
<td>7</td>
<td>Receipt of representation, if any, on APAR</td>
<td>15 days from the date of disclosure</td>
</tr>
<tr>
<td>8</td>
<td>Forwarding of representations to the competent authority</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Where there is no accepting authority for APAR.</td>
<td>31st December, 2021</td>
</tr>
<tr>
<td></td>
<td>(ii) Where there is accepting authority for APAR.</td>
<td>15th January, 2022</td>
</tr>
<tr>
<td>9</td>
<td>Disposal of representation by the competent authority</td>
<td>Within one month of the date of receipt of representation by the competent authority</td>
</tr>
<tr>
<td>10</td>
<td>Communication of the decision of the competent authority on the representation by the APAR Cell</td>
<td>Within 15 days of finalization of decision by competent authority</td>
</tr>
<tr>
<td>11</td>
<td>End of entire APAR process, after which the APAR will be finally taken on record.</td>
<td>31st March, 2022</td>
</tr>
</tbody>
</table>
1. Open the url: www.sparrowbandc-dad.cgda.nic.in on Internet
2. Fill in your user id and password
3. Click “NEXT”
4. Select OTP on mobile and click next
5. Fill in OTP received on your registered mobile
6. Click on the APAR ID
7. Check the Workflow Details viz Reporting/Reviewing/Accepting Authority. In case any amendment is required please contact the PAR MANAGERS.
8. The PAR should not be submitted till the Workflow is amended.
9. The same may be watched and confirmed before submitting the PAR.
10. Click on BASIC INFORMATION
11. Check all the columns and in case of any error send an error report duly describing the changes required and proceed further. The PAR MANAGERS will rectify the Basic Details in due course.
12. Now go to the Self Appraisal TAB and fill all the columns correctly.
13. Don’t forget to SAVE the DRAFT
14. After filling all the columns click the button SUBMIT TO REPORTING AUTHORITY
15. The following window will open for e-signing

16. Click on E-sign
17. Click the check box and then click I Agree

18. Click on OK. The following window will open

19. Fill in the 12 digit of your Aadhaar Number
20. Click Get OTP
21. Check that a six digit OTP has been received on your registered mobile number
22. Fill in the 6 digit OTP and Click the check box and then Click the submit button.
23. Check the name of the Reporting Authority.
24. In case of any error, report the matter to the PAR MANAGER.
25. The sent PAR can be seen in your sent folder.