

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

Dated: 05th October, 2017

OFFICE MEMORANDUM

Subject: Implementation of SPARROW for ICLS officers-reg.

The undersigned is directed to refer to this Ministry's OM dated 13th April 2017 (copy enclosed) and to invite attention towards the timelines mentioned therein regarding completion of APARs. As per status available in Centralized Custodian's account, a few APARs (for the year 2016-17), are still lying pending at the various levels despite lapse of the aforementioned specified timelines, which need to be closed at the earliest. All RDs are, therefore, requested to ensure close monitoring of status of online generated APARs for 2016-17 in SPARROW module for its successful implementation.

2. As per extant instructions of DoPT, if any of the officers who has worked for 3 months or more under any Reporting or Reviewing Officer and has subsequently been transferred to any other office or has retired, it is the duty of the office concerned maintaining the APARs to timely initiate the APARs of such officers for that specific period.

3. In addition to this, it is also the duty of the office concerned, to ensure that the APARs of the subordinates whose Reporting or Reviewing Officers have recently been transferred or retired are also timely initiated, in case the period of such APARs is 3 months or more.

4. Keeping in view the recent transfers/postings of Group 'A' ICLS officers, all RDs are requested to ensure the 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)

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No.-A-42/06/2017-Ad.II
Government of India/ भारत सरकार
Ministry of Corporate Affairs/ कारपोरेट कार्य मंत्रालय

'A' Wing, 5th Floor, Shastri Bhawan,
New Delhi, the 13th April, 2017

OFFICE MEMORANDUM

Subject : Implementation of SPARROW for ICLS officers - reg.

In continuation of this Ministry's OM of even number dated 12th April, 2017, all stake holders of the Ministry are aware that online recording of APAR for the ICLS officers of the Ministry from the year 2016-17 onwards has been introduced. Detailed instructions and training of the ICLS officers have already been provided to all the users of SPARROW module.

2. The website enabling online recording of APAR for ICLS officers has been made live and is accessible through <https://sparrow-icls.eoffice.gov.in>. The module may be accessed by the users through their NIC email ID and password.

3. In order to resolve any difficulty in generation of APARs in SPARROW, a helpdesk has been set up in this Ministry. The Regional Directorates and the users of the SPARROW module may take assistance from the helpdesk provided as under:-

Email:- helpdesk-icls@gov.in
Details of the helpdesk unit:-

- (a) Shri Akin Sharma
Mobile - 9810754930
- (b) Shri Dhananjay Kumar
Mobile - 8010381045

4. It is requested that before generation of APAR for the year 2016-17, all EMD Administrators should login their accounts and check that all the ICLS officers under their administrative control are registered in the Personal Information Management System (PIMS) and their data are updated. The responsibility of updating the relevant particulars, in case of any discrepancy in the data, shall be of the respective EMD Administrators, before generating and submitting the APAR of the officer(s) concerned for that particular period.

5. As the SPARROW module for ICLS officers could not be operationalized in accordance with the prescribed timelines, the matter was examined and it has been decided to relax the target dates for completion of activities relating to preparation of APARs as per Annexure to this OM, as a one-time measure. The revised target dates would be effective for FY 2016-17 only and would be applicable only to the ICLS officers, whose APARs are to be recorded online.

6. This issues with the approval of competent authority.

Encl:- Annexure


(Ravi Vazirani)

Under Secretary to the Govt. of India

To

- 1. All Regional Directors
- 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)
- 4. PS to DS(VK)

**Annexure to MCA OM No.A-42/06/2017-Ad.II dated 13th April, 2017
read with DoPT OM No.21011/18/2005-Estt (A)(Pt.II) dated 23rd July, 2009**

SN	Activity	Date by which to be completed	Dates extended for the year 2016-17
1.	Distribution of blank APAR form to all concerned (i.e. to officer to be reported upon, where self-appraisal has to be given and to reporting officers where self-appraisal is not be given)	31 st March (This may be completed even a week earlier)	20 th April
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April	05 th May
3.	Submission of report by reporting officer to reviewing officer	30 th June	30 th June
4.	Report to be completed by Reviewing officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided	31 st July	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August	NA*
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September	01 st September NA*
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 th September
8.	Forwarding of representation to the competent authority (a) where there is no accepting for APAR (b) where there is accepting authority for APAR	21 st September 06 th October	21 st September NA*
9.	Disposal of representation by the competent authority	Within one month from the date for receipt of representation	15 th October
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	30 th November

*No accepting authority in the case of ICLS officers of the Ministry.


(Ravi Vazirani)

Under Secretary to the Govt. of India