

E-4497/A-28022/1/2020-Group B-CGA-955
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
HR-2 Section

Mahalekha Niyantak Bhavan,
GPO Complex, I.N.A., New Delhi

Dated : 22nd March, 2024

OFFICE MEMORANDUM

Subject: **Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW portal for all AAOs and SrAOs for APAR cycle 2023-24.**

Reference is invited to this office OM dated 29.05.2023 regarding mandatory Online submission of APAR in respect of AAOs/Sr.AOs w.e.f. the APAR cycle 2022-23. Accordingly, all the Departmentalised Accounting Organisations of Ministries/Departments are required to process online APARs through SPARROW portal for the APAR cycle 2023-24.

In this regard, it is requested to ensure that -

- i. The data of all AAO and SrAO is duly mapped and Account of official reported upon is fully functional;
 - ii. The details required for APAR generation are readily available with the respective designated APAR Custodian in the Principal Accounts Office of Ministry/Department concerned for the reporting year 2023-24. This is a prerequisite for timely generation of APAR in SPARROW system;
 - iii. All APAR Custodians to ensure timely generation of APAR.
2. Time schedule for generation and recording of APAR is enclosed (Annexure). It is requested to bring the same to the notice of all concerned for strict adherence to ensure that APAR process is completed in a time bound manner.
3. Auto forwarding of APARs will be enforced for the APARs for the year 2023-24 i.e. forwarding of APAR to next stage, in case one particular stage is not completed as per the prescribed timeline.
4. All AAOs & SrAOs may be informed to submit their self appraisal as per time schedule and if no self-appraisal is received by the stipulated date, the Reporting Officer can proceed to write the report on the basis of his/her experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his/her self-appraisal within the stipulated time.

Contd...p-2

935/PCCA
26/3/24

487/DCA(PM)
29/03/24

655/CA(CM)
26/3/24

SS
26/3

CA(CM)
27.3.24

DCA(PM)
27.3

SrAO/APAR
28/3

9/04/2024
an kumar

Pl. upload on ARPIT

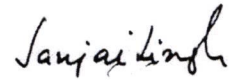
2024
05/04/2024

GSTAT/11
05/04/24

AAO

Further, any failure on the part of the Reporting/ Reviewing Officers to comply the time-schedule will be viewed seriously.

This issues with the approval of the Competent Authority.



(Sanjai Singh)

Jt. Controller General of Accounts

To

- i. All Pr.CCAs/CCAs/CAs (I/C) of Ministries/Departments
- ii. Jt.CGA(Admn.), PFMS; Jt.CGA(Admn), O/o CGA; CC(Pensions), ADG(PB);
Director(INGAF); CFC(M/o Civil Aviation)
- iii. All PAR Custodians of SPARROW- for necessary action and compliance
- iv. Senior Accounts Officer (ITD) for uploading on CGA's website.