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A/0315/APAR/DGQA/Adm-4

25 May 2018

MINISTRY OF DEFENCE
DEPTT OF DEFENCE PRODUCTION
DGQA/ADM-4

IMPLEMENTATION OF ONLINE APAR
FOR 2017-18 THROUGH SPARROW

1. In accordance with DOP&T OM No F No 21011/2/2015-Estt(A-II) dt 16 Apr 18 APAR in respect of organized Group 'A' services has to be generated online for reporting period 2017-18 through SPARROW platform. The timeline for filing of Self -Appraisal online by the ratee officer had been extended upto 30 Apr 18 vide said OM. However it has been observed that because of technical glitches in the smooth functioning of SPARROW software the generation of e-APAR could not be done even in the extended timeline. The issue was brought to the notice of DG, DGQA who has directed the following guidelines for resolving the issue:

(a) Paper APARs can be submitted in the case of the ratee officers whose IO/RO have retired or are retiring provided they are experiencing difficulty in generation of online APAR.

(b) Paper APARs can be submitted in the case of officers other than those mentioned above provided they are experiencing difficulty in generation of online APAR. However, PAR Manager/PAR custodian will have to specifically mention the justification for initiation/submission of paper APARs in such cases.

(c) All APARs irrespective of the form in which they are submitted must be initiated/reviewed/accepted on time as per the schedule given in DOP&T OM mentioned above. It will be the responsibility of the Reporting officer and the officer reported upon to ensure that the time-schedule prescribed by DOP&T is met invariably.

2. It is requested to quickly disseminate these instructions to all the estts under your Directorate for prompt action in this regard.

3. This has the approval of DGQA.



(VK Tiwari)
Brig
DDG QA(O)

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