

By e-mail/Speed Post



**No.17048/01/2015/IPS ACR Cell
Bharat Sarkar/Government of India
Grih Mantralaya/Ministry of Home Affairs**

North Block, New Delhi
Dated, the 2nd June, 2016

To

1. The Chief Secretary of all State Governments/UTs
2. The Director General of Police of all State Governments
(as per mailing list)

Subject : APAR writing in SPARROW in the case of more than one Reporting/
Reviewing/Accepting Authorities for Indian Police Service officers –
Reg.

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that SPARROW application has been developed in accordance with the All India Service (Performance Appraisal Report) Rules, 2007 where there is single authority for Reporting, Reviewing and Accepting Authority for any officer reported upon, for same assessment period in a year.

2. It has been brought to the notice of this Ministry that in many State Governments there are multiple Reporting/Reviewing Authorities who are assessing the officer reported upon for the same period. This is causing difficulty in implementing SPARROW.

3. The matter has been examined in consultation with NIC SPARROW Support team.

4. APAR is normally having 5 sections out of which Section – III is to be filled by Reporting Authority, Section – IV to be filled by Reviewing Authority. In case multiple Reporting/Reviewing Authorities exist for same period, the following can be done :

4.1 Case of Multiple Reporting Authorities :

In case of multiple Reporting Authorities, Custodian can choose the Reporting Authority manually and submit the self-appraisal by officer to these multiple Authorities manually. After all the Reporting Authorities assess the PAR, the same can be uploaded against Section- III of the

A.K. Singh

officer. The steps for manual can be found at user's manual of SPARROW (copy of relevant portion is enclosed at Annexure – I for ready reference).

4.2 Case of Multiple Reviewing Authorities :

In case of multiple Reviewing Authorities, Custodian can choose the Reviewing Authority manually and submit the self-appraisal by officer and Section-III of PAR to these multiple Reviewing Authorities manually. After all the Reviewing Authorities assess the PAR the same can be uploaded against Section-IV of PAR of the officer. The steps for manual can be found at user manual of SPARROW (copy of relevant portion is enclosed at Annexure – I for ready reference).

4.3 Case of Multiple Reporting and Reviewing Authorities :

In case of multiple Reporting and Reviewing Authorities, Custodian can choose the both Reporting and Reviewing Authority manually and submit the self-appraisal by officer to all Reporting Authorities and after that to multiple Reviewing Authorities manually. After all the Reviewing Authorities assess the PAR the same may be uploaded against Section – III and Section – IV of PAR of the officer. The steps for manual can be found at user manual of SPARROW (copy of relevant portion is enclosed at Annexure – I for ready reference).

5. It is requested that above points may be brought to the notice of all concerned.

Yours faithfully,

A. K. Singh

(Arun Kumar Singh)

Under Secretary to the Government of India

Tele : 011 2309 4916

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2/6/2016

Copy forwarded to :

1. Ms. Rachna Srivastava, Senior Technical Director, National Informatics Centre, Deptt. Of Electronics & Information Technology, Ministry of Communication & IT, A-Block, CGO Complex, Lodhi Road, New Delhi 110 003. She is requested to incorporate the above features in SPARROW application for IPS officers.

2. Technical Director, NIC, MHA for uploading on MHA website.

A. K. Singh

(Arun Kumar Singh)


Under Secretary to the Government of India

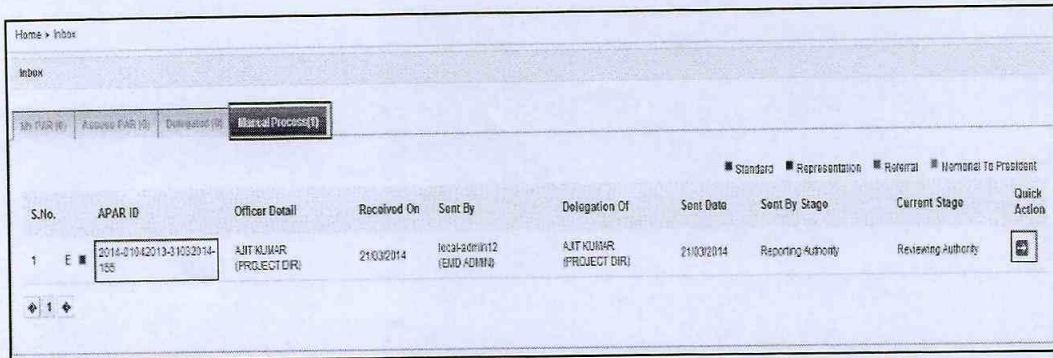
Tele : 011 2309 4916

e-mail : arunk.singh@nic.in

2/6/2016

13.1.4 Manual Process (Inbox)

- Click PAR ID() to open the PAR as shown in Fig.SPARROW.92:



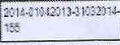


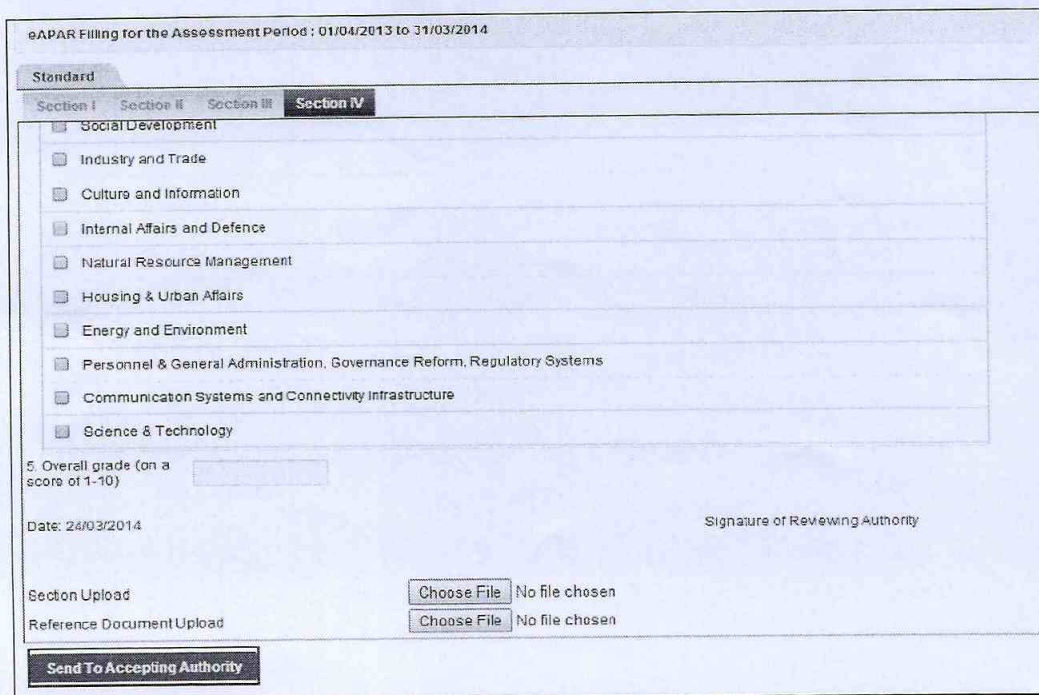
S.No.	APAR ID	Officer Detail	Received On	Sent By	Delegation Of	Sent Date	Sent By Stage	Current Stage	Quick Action
1		AJIT KUMAR (PROJECT DIR)	21/03/2014	local-admin12 (EAO ADMIN)	AJIT KUMAR (PROJECT DIR)	21/03/2014	Reporting Authority	Reviewing Authority	

Fig.SPARROW.92

- A page appears, click **Send To Accepting Authority**() as shown in Fig.SPARROW.93:



eAPAR Filling for the Assessment Period : 01/04/2013 to 31/03/2014

Standard

Section I Section II Section III **Section IV**

- ☐ Social Development
- ☐ Industry and Trade
- ☐ Culture and Information
- ☐ Internal Affairs and Defence
- ☐ Natural Resource Management
- ☐ Housing & Urban Affairs
- ☐ Energy and Environment
- ☐ Personnel & General Administration, Governance Reform, Regulatory Systems
- ☐ Communication Systems and Connectivity Infrastructure
- ☐ Science & Technology

5. Overall grade (on a score of 1-10)

Date: 24/03/2014

Signature of Reviewing Authority


Section Upload No file chosen

Reference Document Upload No file chosen

Send To Accepting Authority

Fig.SPARROW.93

Note:

- Download the Sections (), update PAR to process PAR Manually.
- Manual Process is performed by Custodian only.

Common to All