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IHQ of MoD (Army)  
Dte of Coord & Pers/MIS (Civ)  
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Kashmir House, Rajaji Marg  
New Delhi-110011

B/50013/PC-430(i)/MIS (Civ)

02 Nov 2018

HQ Chief Engineers:-

Southern Command  
Eastern Command  
Western Command  
Central Command  
Northern Command  
South Western Command


ADG (Project), Chennai

ADG (NEI), Guwahati

ADG (North), Jammu

**ROADMAP: IMPLEMENTATION OF ONLINE APAR**

1. Ref Para 2 (c) of this HQ letter No B/50013/PC-430(i)/MIS (Civ) dt 11 Sep 2018.
2. Officers nominated as Nodal/Adm offr must be provided with VPN to access NICNET. Alternatively, static IPs of PCs to be used for accessing NICNET be intimated for white listing the same by NIC.

  
(Maninder Singh)  
Col  
Dir MIS (Civ)  
for E-in-C

NOO

**Automation Cell** - It is requested to flash a msg on MES web site upgrading the above please.

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11 Sep 2018

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### ROADMAP : IMPLEMENTATION OF ONLINE APAR

1. Ref the fwg:-

(a) This HQ letter No B/50013/PC-430(i)/MIS (Civ) dt 20 Jun 2018 vide which manual APAR formats IAFW-2267A for SE and above, and IAFW-2267B for EE and below, have been circulated.

(b) This HQ letter No B/50013/PC-430(i)/MIS (Civ) dt 05 Jul 2018 vide which Interim Channels of Reporting in respect of MES CGOs based on New Manual APAR Format has been circulated.

2. Online APAR will be functional wef 01 Apr 2019. The following actions need to be taken simultaneously by respective / concerned agencies for early implementation of Online APAR (SPARROW) system:-

(a) **Personal (and not appt based) NIC mail IDs for all MES CGOs and Service Officers as Endorsing Officers.** All Gp A & B MES CGOs and all Service Officers as Endorsing Officers must have personalized NIC mail IDs for access to and endorsement of the online APARs. To ensure assigning NIC mail ID to all concerned, Director Automation Cell of this HQ be contacted to create personal NIC mail IDs for MES CGOs. Service Officers can create personalized NIC Mail ID through OSCC (Ordnance Services Computing Centre), Sena Bhawan. The concerned Officer can be contacted at Army Tele No 28786.

(b) **Compilation of Channels of Reporting MES Fmns / Units Under Respective Comds/ADGs.** Channels of Reporting of MES units under respective CE Comds / ADGs need to be compiled based on 'New Interim Channel of Reporting'. All CEs Comds / ADGs to forward the consolidated list of Channel of Reporting of MES fmns / ests under their Comd to this HQ. The finalized Channel of Reporting will be incorporated in the SPARROW (Smart Performance Appraisal Report Recording Online Window) system.

(c) **Nomination of Nodal / Adm Officers in Each MES Fmn.** All CEs Comd/ADGs and MES fmns / units under them to nominate Nodal Officers / Adm Officers for monitoring of APARs. He should also maintain the records of the concerned Endorsing Officers as per COR and their NIC mail IDs for smooth flow of Channel of Submission.

3. **Training.** After customization of SPARROW and adequate testing for readiness for implementation, training workshop will be conducted for all Adm Officers / Nodal Officers of MES units at Command level at respective Command locations by NIC from 3<sup>rd</sup> week of Jan 2019 onwards.

4. All CEs Comd / ADGs are requested to ensure action as per Para 2 above and fwd progress report on 15<sup>th</sup> of every month. Process to be completed positively by 30 Nov 2018. The fmn / Stn Cdrs in the COR to be also requested for NIC mail ID.

5. This has the approval of the E-in-C.



(Maninder Singh)  
Col  
Dir MIS (Civ)  
for E-in-C

**NOO:-**

Automation Cell - Director Automation Cell is responsible to monitor and create personal NIC mail IDs for MES CGOs as Endorsing Officers.