

04

गोपनीय

दूरभाष : 23016657

पंजीकृत डाक/एसडीएस

एकीकृत मुख्यालय रक्षा मंत्रालय(सेना)
समन्वय एवं कार्मिक निदेशालय / एमआईएस(सिविल)
प्रमुख अभियंता शाखा
कश्मीर हाऊस, राजाजी मार्ग
नई दिल्ली – 110 011

B/50081/Policy/MIS (Civ)

06 Mar 2020

Chief Engineers

HQ Southern Command
HQ Eastern Command
HQ Western Command
HQ Central Command
HQ Northern Command
HQ South Western Command
ADG (Projects)
ADG (North)
ADG (NEI)

COMMON MISTAKES IN INITIATION OF eAPAR THROUGH SPARROW

1. Initiation of e-APAR in r/o MES CGOs for the year 2019-20 is due on 01 Apr 2020. Online initiation of e-APAR have been introduced in MES Establishment on 01 Apr 2019 onwards. In the last one year, lot of queries raised by Comd/Unit/Users have been clarified regularly by MIS(Civ). It has also come to notice that there are some common and repetitive nature of mistakes being made by various stake holders. Details of some common mistakes are appended below :-

(a) **Period of PAR.** There is no provision to amend the dates of period of PAR, once filled and generated by Nodal Officer. For changing dates, whole PAR will have to be deleted. Hence, Nodal Officer has to be very careful while filling the period of PAR.

(b) **Channel of Reporting.** After endorsement of PAR, if it is noticed that PAR has been endorsed with incorrect COR. To rectify the incorrect endorsement, PAR will have to be deleted up to that stage, where wrong endorsement has been made. Hence, Nodal Officer has to be very careful in creating the work flow chart (COR). Any doubts/changes in COR must be clarified through MIS(Civ) vide Email ID 'so1misciv-einc-mes@gov.in'. All endorsing officer including Ratee should also check and verify all filled up data & created COR for its correctness before putting their remarks.

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(c) **Blank/half-filled fields.** During 2018-19, a lot of e-APARs have been received with partly filled/unfilled columns of Part I and Part II. It has caused delay in finalisation of PAR due to avoidable rectification required for the same.

(d) **Endorsing Officers IDs not mapped.** During year 2018-19, a lot of endorsing officers were found unmapped on SPARROW Portal. Nodal Officer should create and generate draft PAR in advance and ensure that all endorsing officers have been mapped in SPARROW. Nodal Officer/Ratee/endorsing officer all have to ensure that no officer in channel of reporting is left without mapping to avoid delay in processing of e-APAR in time.

(e) **Time lines for initiation.** During 2018-19, it has been observed that many of stakes holders have not followed their time schedule for initiation of e-APAR. It may be noted that the system will automatically auto forward the PAR to next level in the case of expiry of prescribed time schedule at any level. The environment should be apprised well in advance for the same. Details of time schedule for initiation of e-APAR are attached as Appx.

2. In view of the above, all concerned officers are hereby advised to complete/fill their part very carefully while writing e-APAR for the year 2019-20. All Comd/Unit/Users are requested to disseminate this letter to all concerned for wide publicity.

3. This letter may be put up to HOD.


(Vikas Goel)
Col
Dir MIS (Civ)
For E-in-C

Encls : (as above)

Copy to :-

HQ DGBR Delhi Cantt- 10, HQ CE (R&D) Delhi,
Dir (CW&E), R&D Org, A Wing, DRDO Bhawan, New Delhi-11
CME Pune- 411 031, DGNP Mumbai, DGNP Visakhapatnam

Internal :-

E-inC's Sectt, DGW Sectt, DG MAP Sectt, DG (Pers) Sectt, ADGE (Pers) Sectt,
ADG ESP Sectt, ADG TE Sectt

Automation Cell - Please upload this letter on MES website on receipt.

Time Schedule of Initiation of e-APAR

Sl. No.	Offr concerned	Due date by which to be completed their Part	tasks
1.	Nodal Officer	01 Apr	Generation of PAR and fwd to Ratee
2.	Officer Reported upon(Ratee)	15 Apr	Fwd to Reporting Offr after filling resume
3.	Reporting Officer	30 Jun	Fwd to Reviewing Offr after filling Part – III
4.	Reviewing Officer	31 Jul	Fwd to Accepting Authority after filling Part IV
5.	Accepting Authority	31 Aug	Should fwd accepted PAR to Ratee for discloser
6.	Ratee for discloser	15 Sep	Fwd communicated PAR to MIS (Civ) CR Section for closing

Note : Nodal Officer is advised to create work flow chart, generate PAR and prefill the Part I (personal data and service record) in advance in the last week of Mar and may keep saved these data as a draft so that he can be able to fwd the generated PAR to Ratee on 1st Apr.

4