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)

GUIDELINES FOR DISPOSAL OF REPRESENTATION (ONLINE)
AGAINST eAPAR/PPAR BY CE COMMAND/ADGs

1. Though processing of PAR has migrated from manual to online, representation against the grading etc were still being processed manually. Further, it is observed that disposal of various representations against entries made / grading awarded in an APAR/PPAR are getting inordinately delayed due to various reasons. This delay is affecting conduct of DPC for promotion/pay parity.

2. In order to obviate the above problem and to resolve the cases in shortest possible time, it has been felt that representations should also be made online on SPARROW. Accordingly, necessary provisions have been made on SPARROW to deal with representation online.

3. The following procedure will be adopted in dealing with representations for the APAR period 2019-20 through SPARROW:

(a) On receipt of APAR for Offr disclosure, if the Ratee wish to represent, he should do so in the representation box by clicking on the button on the SPARROW portal. There after the Ratee is reqd to type the representation in the space provided and attach any additional inputs if required and fwd it to MIS(Civ).

(b) MIS (Civ) will then decide the Competent Authority for adjudication of the representation and fwd to Competent Authority (as per the case).

(c) Competent Authority will fwd the representation to reporting Officer for his comments alongwith the APAR.

(d) Reporting Officer alongwith his comment, will fwd the representation, to next endorsing officer (Reviewing Officer) for his comments within the stipulated time frame.
(e) Similarly, Reviewing Officer will fwd his comments along with comments of Reporting Officer to Accepting Authority for his comments.

(f) Accepting Offr after endorsing his comments will fwd the representation to Adjudicating Authority.

(g) After receiving of comments from all Endorsing Officers, the representation will be adjudicated by competent authority.

(h) After that, decision of Competent Authority is passed through speaking order and same is conveyed to Ratee.

(j) There will be an attachment link for additional files to be placed for reference at each stage.

(k) The timeline for each endorsing officer in chain of command will be one week (07 days) and 09 days for Competent Authority to analyse the case and pass the speaking order. The timeline for each stage has been worked out based on policy circulated by DoP&T (OM No. 210111/1/2005 Estt(A) (Pt-II) dt. 14 May 2009.

(l) On SPARROW, comments of all Endorsing Officer will be sought one by one enabling Senior Endorsing Officer to view the comments of earlier endorsing offr as per COR before furnishing their comments.

(m) CE Comd/ADG may dispose of representations of offfrs under their jurisdiction. CE Command / ADG is the Competent Authority to dispose of representations in the following cases where :-

(i) CE Zone is the Accepting Authority.
(ii) CE Zone is the Accepting Authority but due to raising of channel (Reporting/Reviewing officer not posted), CE Zone has endorsed as the Reviewing officer and the Accepting Authority is left blank.
(iii) CE Comd/ADG was the Accepting Authority but could not endorse the APAR due to any reason.

(n) Representations should be examined by the Competent Authority in consultation with Reporting / Reviewing officers, Formation Commanders and Countersigning Authority, if in service. Requisite comments have to be obtained from all endorsing officers in service before processing the representation.

(o) The Competent Authority should base his order on the inputs available from the applicant / endorsing officers and DoP&T instructions.

..3/-
(p) In a number of cases it is seen that representations are disposed off through a simple order. As per rule the representations against entries / grading in the APAR have to be disposed off by the Competent Authority by **passing a speaking order**.

(q) A copy of the Order of the Competent Authority along with a copy of representation received from the officer should also be uploaded on the portal and forwarded to MIS (Civ) for filing / updation of the same in the officer's dossier.

4. There exist no provision in the rules for submission of a **second representation** against the same APAR/PPAR which has already been adjudicated. In the event of receipt of second representation against the decision of the Competent Authority, the officer may be advised to prefer a Presidential Memorial addressed to the President of India and forward it to MIS (Civ), for further disposal.

5. A **Quarterly report** for quarter ending 30 Jun, 30 Sep, 31 Dec and 31 Mar 21 be forwarded by 05th of the next month on status of representation against APAR/PPAR held at Commands pending decision/disposal. The details be forwarded to MIS (Civ), E-in-C’s Branch.

\[\text{(Vikas Goel)}\]
\[\text{Col}\]
\[\text{Dir MIS (Civ)}\]
\[\text{for E-in-C}\]

Encls : (__ Sheets)