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

B/50001/Policy/MIS (Civ)

09 Aug 2018

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)

**NOTES ON INITIATION OF APARs/PPARs IN RESPECT OF MES CGOs  
BASED ON NEW MANUAL ONLINE APAR FORMAT**

1. Further to this HQ letter No. B/50013/PC-430(i)/MIS (Civ) dt. 20 Jun 2018.
2. MoD, vide their ID Note No B/50013/PC-430(i)/MIS (Civ)/398/2018/D(W-II) dt 14 Jun 2018, has approved manual online APAR format **IAFW-2267A (eAPAR) for SE and above** and **IAFW-2267B (eAPAR) for EE and below**, in r/o which the following is enumerated/clarified:-
  - (a) MES CGOs should be assessed by their endorsing officers, for the year 2017-18 (01 Apr 2017 to 31 Mar 2018) in the existing format only (i.e. IAFW-2267A (Revised) for SE and above and IAFW-2267B (Revised) for EE and below) and not in the revised manual online APAR format. **The COR promulgated at the time of the Assessment period, (i.e. 01 Apr 2017 to 31 Mar 2018) will be followed.**
  - (b) The new, manual online APAR Formats, were circulated to all Commands and ADGs vide letter No B/50013/PC-430(i)/MIS (Civ) dt 20 Jun 2018. These formats have also been uploaded on the MES website vide letter No. B/50013/PC-430(i)/MIS (Civ) dated 06 Jul 2018.
  - (c) The new, manual online APAR format, approved by MOD, is to be used for the year 2018-19, till such time online APAR is functional. Therefore, from 29 Jun 2018 onwards (after a period of 90 days from 01 Apr 2018, the beginning of the Assessment year 2018-19) manual online APAR format will be applicable till implementation of online APAR system (SPARROW). The **Interim Channels of Reporting**, issued vide letter No B/50013/PC-430(i)/MIS (Civ) dt 05 Jul 2018 is to be followed for APARs / PPARs initiated from 29 Jun 2018 onwards.

3. Notes on Initiation of APARs / PPARs based on new manual online APAR format are enclosed herewith. It is requested that these points may be brought to the notice of all subordinate MES units / establishments and user formation in your Area of Responsibility. The APARs / PPARs may also be scrutinized at all levels, in the light of above, before forwarding the same to this HQ. The Notes on Initiation of APARs / PPARs based on new manual online APAR format is also available on the website ([www.mes.gov.in](http://www.mes.gov.in)).

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

  
(RB Pandey)  
Lt Col  
Offg Dir MIS (Civ)  
for E-in-C

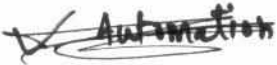
**Encl :** Notes on Initiation of APARs/PPARs in r/o MES CGOs based on new manual online APAR Format (20 Sheets)

**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-in-C's Sectt, DGW Sectt, DG MAP Sectt, DG (Pers) Sectt, ADGE (Pers) Sectt, ADG ESP Sectt, ADG TE Sectt.

  
Autmatron