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IHQ of MoD (Army)
Dte of Coord & Pers/MIS (Civ)
E-in-C's Branch
Kashmir House, Rajaji Marg
New Delhi-110011

B/50013/PC-430(II)/MIS (Civ) (iii)

10 Jun 2019

Chief Engineers:-

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

ADG (Project), Chennai


ADG (NEI), Guwahati

ADG (North), Jammu

**FWD OF : TIME SCHEDULE FOR GENERATION AND RECORDING OF
ONLINE eAPAR FOR THE YEAR 2018-19 THROUGH SPARROW SYSTEM**

1. As per DoP&T OM No 21011/02/2015-Est(A-II)-Part II dt 18 Apr 2018, time lines for completion of online eAPAR on SPARROW system for the year 2018-19 is fwd herewith as **Appx 'A'** att to this letter. You are requested to disseminate the same to lower fmns / ests under your jurisdiction.
2. For info and strict compliance please.




(V Samuel Prakash)
Col
Offg Dir MIS (Civ)
for E-in-C

Copy to:-

HQ DGBR, HQ CE (R&D) Delhi, Dir (CW&E), R&D Org 'A' Wing, DRDO Bhawan,
CME Pune, DGNP Visakhapatnam, DGNP Mumbai

INTERNAL :

Automation cell :- for uploading on MES website.

Appx 'A'

(Refer para 2 of Dte of Coord & Pers / MIS (Civ)
letter No B/50013/PC-430(II)/MIS (Civ) (iii)
dt 10 Jun 2019).

**TIME SCHEDULE FOR GENERATION AND RECORDING OF ONLINE eAPAR
FOR THE YEAR 2018-19 THROUGH SPARROW SYSTEM**

Ser No	Activity	Date by which the activity to be completed
(a)	Submission of self-appraisal to the Reporting Officer.	30 Jun 2019
(b)	Forwarding of report by Reporting Officer to the Reviewing Officer.	31 st Jul 2019
(c)	Forwarding of report by the Reviewing Officer to the Administration / APAR Cell or the Accepting Authority (wherever provided).	31 st Aug 2019
(d)	Appraisal by Accepting Authority, wherever provided.	15 th Sep 2019
(e)	(i) Disclosure of APAR to the Officer reported upon where there is no Accepting Authority.	10 th Sep 2019
	(ii) Disclosure of APAR to the Officer reported upon where there is Accepting Authority.	25 th Sep 2019
(f)	Receipt of representation, if any, on APAR.	15 days from the date of communication
(g)	Forwarding of representation to the Competent Authority:- (i) Where there is no Accepting Authority for APAR. (ii) Where there is Accepting Authority for APAR.	30 th Sep 2019 31 st Oct 2019
(h)	Disposal of representation by the Competent Authority.	Within one month of the date of receipt of representation by the Competent Authority
(i)	Communication of the decision of the Competent Authority on the representation by the APAR Cell.	Within 15 days of finalization of decision by Competent Authority.
(j)	End of entire APAR process, after which the APAR will be finally taken on record.	31 st December 2019

Auth : DoP&T OM No 21011/02/2015-Est(A-II)-Part II dt 18 Apr 2018.



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