

URGENT/TIME BOUND

MINISTRY OF DEFENCE  
D(Estt. I/ Gp. I)

**Subject :-** Online submission of APARs by officers of MoD for the Assessment Year  
/ 2019-20.

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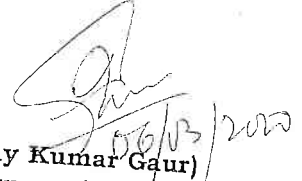
Online submission of APARs in r/o all officers belonging to CSS/CSSS and other cadres is mandatory as per DoP&T guidelines.

2. The addressee officers are requested to furnish details of Reporting/Reviewing Officers for the year 2019-20 for creation of their APAR workflow in SPARROW system. In case an officer is required to submit more than one APAR for the year 2019-20, the details of periods of the APARs and Reporting/Reviewing officers may kindly be furnished in clear terms as per annexed proforma.

3. The information sought above may please be forwarded within a week to enable this section to ensure timely generation of APARs in r/o the officers concerned and forwarding the same to them.

4. This may please be accorded High Priority.

Encl: as above

  
(Ajay Kumar Gaur)  
Under Secretary to the Government of India  
Tel: 23012846

All officers of MoD as per Annex. I, II, III & IV  
MoD I.D. Note No. A-28011/6/2020/D(Estt.I/Gp.I) dated 06-03-2020

1 Name \_\_\_\_\_ (Employee Code in SPARROW) \_\_\_\_\_

2 Designation \_\_\_\_\_

3 Date of Birth

4 Date of continuous appointment to the present grade (Grade for which APAR is to be generated)

Date:

Grade: SO / PS / PPS / PSO / US / DS / Dir / Other \_\_\_\_\_

5 Present place of posting & date of appointment thereto

Name of Section/  
Office

Date

6 Details of reporting & reviewing authority

S.No.	Total/Partial Period	Reporting Authority		Reviewing Authority	
		Name, Designation & Employee Code (if available)	Cadre	Name, Designation & Employee Code (if available)	Cadre

Signature:

Section :

Phone No.

Website address:

FOR CSS <https://sparrow-css.eoffice.gov.in>  
FOR CSSS <https://sparrow-csss.eoffice.gov.in>