

Important Circular
(Urgent Action requested)

No. AN/1/1001/APAR
O/o the CDA (Army)
Meerut Cantt
Date: 07.12.2018

To,

All Officers-in-Charge
All Sections (Local)
All Sub Offices

Sub: Completion of Annual Performance Appraisal Report (APAR) 2017-18

Ref: HQrs Office letter no. AN/I/1058/SPARROW/Vol II dt. 05.12.2018

With reference to the letter cited above, it is to inform that many Annual Performance Appraisal Reports (APARs) for the year 2017-18 have been found pending for action on the SPARROW portal. As per the HQrs guidelines, all officers must complete their Self Appraisal by **13th December, 2018**. Failure to comply will result in the system force forwarding the APAR to the concerned Reporting Authority without the Self Appraisal. For the APARs that are pending at different stages (Reporting/Reviewing/Accepting/Grade Disclosure & Acceptance), the last date for completion is set to be **31st December, 2018** after which all the pending APARs will be closed by NIC irrespective of the stage they are at and no further action would be possible.

It is therefore requested that all the concerned officers take this up on a priority and make sure that their respective APAR is completed within the stipulated time period.

-sd-xx
ACDA (AN)

Copy to:

✓ OA Cell (Local)

for uploading on CDA (Army), Meerut website


ACDA (AN)