

Tele: 26102907

Headquarters  
Chief Engineer  
Southern Command  
Pune – 411001


160117/E-APAR/ 08 /E1 (APAR)

14 Sep 2020

ADG (P) CHENNAI	CE (AF) NAGPUR	CE (NAVY) MUMBAI	GE CTL KOCHI
DG (MAP) NEW DELHI	CE CHENNAI	CE (NAVY) VIZAG	GE CTL PUNE
COMDT CME PUNE	CE BHOPAL ZONE	CE (NW) KOCHI	GE CTL PORT BLAIR
DGNP (NB) MUMBAI	CE (A&N) ZONE	CE CG&P GOA	GE CTL CHENNAI
DGNP VIZAG	CE JODHPUR	CE CG&P CHENNAI	CE (AF) ALLAHABAD (including AGE (I) AF SONEGAON)
STE PUNE	CE (R&D) DELHI (including AGE (I) R&D JODHPUR)	CE (R&D) SEC' BAD	
STE CHENNAI	CE (FY) HYDERABAD	GE (EP) JODHPUR	PM (MAP-ARMY) MUMBAI
CE (D&C) PUNE	CE (AF) BANGALORE	GE (FID) CME PUNE	PM (MAP-NAVY) MUMBAI
SPA PUNE	CE (AF) GANDHINAGAR	GE (I) DM ND VIZAG	PM (MAP) KIRKEE
CE PUNE ZONE			

**ROADMAP: IMPLEMENTATION OF ONLINE APAR FOR GP 'B'  
(NON GAZETTED) AND GP 'C' EMPLOYEES OF MES**

1. Copy of HQ E-in-C's Branch letter No. B/50001/Policy/MIS (Civ) dt 24 Jul 2020 and A/00481/NIC MAIL/GEN/39/Automation dt 29 Jul 2020 are enclosed herewith for immediate necessary action as per para-3 of letter No. A/00481/NIC MAIL/GEN/39/Automation dt 29 Jul 2020.
2. The details as per Appendix to letter No. A/00481/NIC MAIL/GEN/39/Automation dt 29 Jul 2020 are required to be fwd to Automation Cell NIC mail ID ([autocell-einc-army@nic.in](mailto:autocell-einc-army@nic.in)) urgently. The head of Offices/Nominated officers are requested to ensure corrections of all details.
3. Please forward the confirmation report to this office by 20 Sep 2020 for info of the Chief Engineer.

  
(Raj Narayan, IDSE)  
SE  
DIR E1 (APAR)  
for Chief Engineer

Encls: As above.

Copy to:  
**Internal**

✓ ADP Section

- It is requested to forward scanned copy of this letter alongwith all enclosures to all the addressee by email as well as upload the same on MES website for early disposal of action please.

E1 (ADM Section)

- It is requested to submit all the details pertaining to individuals posted within HQ CESC as per para 2 above to E-in-C's Br at the earliest please.

Tele : 23016657

IHQ of MoD (Army)  
Coord & Pers Dte / MIS (Civ)  
E-in-C's Branch  
Kashmir House, Rajaji Marg  
New Delhi-110 011

B/50001/Policy/MIS (Civ)

24 Jul 2020

Chief Engineers,  
HQ Southern Comd  
HQ Eastern Comd  
HQ Western Comd  
HQ Central Comd  
HQ Northern Comd  
HQ South Western Comd  
HQ ADG (Project) Chennai  
HQ ADG (NEI) Guwahati  
HQ ADG (North) Jammu


**ROADMAP : IMPLEMENTATION OF ONLINE APAR FOR GP 'B'  
(NON GAZETTED) AND GP 'C' EMPLOYEES OF MES**

1. Implementation of online eAPAR for Gp 'A' and Gp 'B' (Gazetted) MES CGO's has been implemented wef 01 Apr 2019. SPARROW (Smart Performance Appraisal Record Recording Online Window) for MES has been implemented through NICS. SPARROW portal has been running smoothly since its implementation. Thus, with SPARROW being in place as per instr of MoD & DoP&T, APAR of Gp 'A' and Gp 'B' MES CGO's has been moved from manual to online mode.
2. As per E-in-C's Branch standing Order 1985, instructions No 24.1, confidential reports are to be written and maintained in respect of all Gp A, B & C categories.
3. Introduction of APAR for 'Industrial Staff' was done for the year 2013-14 for the purpose of processing & finding the cases related to promotions, crossing of efficiency bar, confirmation and retention in service beyond 50/55 year of age.
4. The eAPAR has following major adv vis-a-vis manual APAR:-
  - (a) **PAR ID** : Unique ID for each PAR.
  - (b) **Search Criteria** : To search on various parameters like name, date etc.
  - (c) **Draft** : To save the PAR as draft and work later.
  - (d) **Communication** : Timely mobile and emails alerts at appropriate state.
  - (e) **Security** : Submission possible only through digital signing.
  - (f) **Pendency** : Tracking at every stage.
  - (g) **Safety** : No case of Missing / Lost / Damaged PARs.

5. You are requested to take following actions for implementation of e APAR for Gp 'B' (Non Gazetted), Gp 'C' and Industrial Personnel :-

- (a) Fwd exact strength of Gp 'B' (NG) & Gp 'C' for implementation Phase II
- (i) Details of Gp 'B' (Non Gazetted) Pers : As per **Appx 'A'**
- (ii) Details of Gp 'C' Pers : As per **Appx 'B'**
- (b) Fwd details of Industrial Pers (for Phase III) : As per **Appx 'C'**
- (c) Fwd details for personnel for mapping as per **Appx 'D'**.
- (d) Fwd APAR forms for each cat (JEs, JAA, SAA, Steno /PA, BS Cadre, Arch cadre Industrial staff etc.) being used in Comd AoR.
- (e) Nominate Offr from command who will be Administrator & EMD manager once the APAR is implemented.
- (f) Earmark min 3 PC's with internet connection.

6. The above details to be fwd by 14 Aug 2020 without fail in soft copy (CD) & by mail on [so1misciv-einc-mes@gov.in](mailto:so1misciv-einc-mes@gov.in).

  
(Vikas Goel)  
Col  
Dir MIS (Civ)  
for E-in-C

**Encl** : (As above).

**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:-**

Wks Dte, DG MAP Sectt, Pers Dte, ESP Dte, DG CE Dte,

**PHASE II : IMPLEMENTATION OF eAPAR GP 'B' (NON GAZZETTED)**

**COMMAND :** \_\_\_\_\_

Ser No	Trades/Post	Auth	Held	Remarks
1	JE (Civ)			
2	JE (E/M)			
3	JE (QS&C)			
4	Supvr B/S			
5	DTMN			
6	AAO			
	<b>Total</b>			

(Please include att Trades/Posts in the list)

**Appx 'B'**

(Ref E-in-C's Branch letter No  
B/50001/Policy/MIS (Civ)  
dt 24 Jul 2020)

**PHASE II : IMPLEMENTATION OF eAPAR OF GP 'C' TRADES**

**COMMAND :** \_\_\_\_\_

Ser No	Trades/Post	Auth	Held	Remarks
(a)	SK/SK Gde I/SK Gde II/SRA/SSRA			
(b)	SAA(UDC)			
(c)	JAA(LDC)			
(d)	Steno			
(e)	F/Printer			
(f)	R/Keeper			
(g)	Duftry			
(h)	peon			
(j)	Chow/ Chow(II Gde)			
(k)	K/Sama Chow			
(l)	S/Wala(All Gde)			
(m)	Mali			
(n)	CMD(all Gde)			
(o)	M/Reader (all Gde)			
	<b>Total</b>			

(Please include all Trades/Posts in the list)

**PHASE III : IMPLEMENTATION OF eAPAR OF INDUSTRIAL PERS**

**COMMAND :** \_\_\_\_\_

Ser No	Trades/Post	Auth	Held	Remarks
1				
2				
3				
4				
5				
6				
7				
	Total			

(Please include att Trades/Posts in the list)

REQUIRED DETAILS OF OFFR FOR MAPPING ON SPARROW

1	2	3	4	5	6	7	8	9	10	11	12
CME No	Name	Rank / Designation	Date of Seniority	Present Unit	Present Comd	Present Appointment	Cadre	TOS on current Appt	Date of Birth	Date of Enrolment	Date of Retirement

13	14	15	16	17	18	19	20	21	22		
NOK	Edn Qualification	Awards	Whether SC/ST (Applicable for only Gp B Offrs)	NIC Mail ID	Aachar No	Mobile No	Under suspension/discp/ D&V ban	Medical Status	Blank		

Tele: 011-23019696

Coord & Pers Dte/Automation Cell  
Engineer in Chief's Branch  
Integrated HQ of MoD (Army)  
Kashmir House, Rajaji Marg  
New Delhi - 110011

A/00481/NIC MAIL/GEN/ 39 /Automation

29 Jul 2020

HQ CE Southern Comd  
HQ CE Eastern Comd  
HQ CE Western Comd  
HQ CE Central Comd  
HQ CE Northern Comd  
HQ CE Southern Western Comd  
ADG (NEI), Guwahati  
ADG (North), Jammu  
ADG (Project), Chennai

**ROADMAP : IMPLEMENTATION OF ONLINE APAR FOR GP 'B'  
(NON GAZETTED) AND GP 'C' EMPLOYEES OF MES**

1. Kindly refer to E-in-C's Branch, Coord & Pers Dte (MIS Civ) Letter No B/50001/Policy/MIS (Civ) dt 24 Jul 2020.
2. For implementation of online APAR for Group 'B' (Non Gazette) and Group 'C' employees of MES there is requirement of mapping of NIC mail ID of all the employees in SPARROW eAPAR application.
3. As per existing procedure of issue of NIC mail IDs, it will take considerable time to issue mail ID to all Group 'B' (Non Gazette) & Group 'C' employees. Since the implementation of online APAR is a time bound activity, as a onetime measure, the following procedure will be adopted for issue of NIC mail IDs to the Group 'B' (Non Gazette) and Group 'C' employees of MES:-
  - (a) The Units/ Establishment wise details of Group 'B' (Non Gazette) & Group 'C' employees will be collated as per format given at Appendix to this letter.
  - (b) The employees details as per format given, duly authenticated by Head of Office/ Nominated Officer, will be forwarded to Automation Cell on NIC Mail ID ([autocell-einc-army@nic.in](mailto:autocell-einc-army@nic.in)) from the Official NIC Mail ID of respective unit/ est as a scanned copy alongwith soft copy of employee details as per Appendix in .xls/.xlsx format. The ink signed copy will be forwarded to Automation Cell by dak.
4. The details as per Para 3 above are required to be forwarded to Automation Cell NIC Mail ID by 17 Aug 2020. The Head of Offices/ Nominated Officers are requested to ensure correctness of all the details.



Appendix  
 (Refer to Para 3 (a) of Coord & Pers Dir/ Automation Cell Letter No  
 A/00481/NIC MAIL/GEN/ 39 /Automation dt 29 Jul 2020)

MES NUMBER	NAME OF EMPLOYEE AS PER RECORD		DESIGNATION	PRESENT UNIT/ OFFICE	STATE IN WHICH OFFICE IS LOCATED	10 DIGIT MOBILE NUMBER	DATE OF RETIREMENT (MM-DD-YYYY)	NAME OF OFFICE IN WHICH WORKING				
	FIRST NAME	LAST NAME						AGE (I)/GE	CWE	CE ZONE	COMMAND	

Station :

Dated :  
 (with Office Seal)

Authenticated By  
 (Signature of Head of Office/ Nominate Officer)