रक्षा लेखा महानियंत्रक कार्यालय
उलान बटार मार्ग, पालम, दिल्ली छावनी – 110010
प्रशासन-I अनुभाग
**Office of The Controller General of Defence Accounts**
**Ulan Batar Road, Palam, Delhi Cantt. – 110010**
**Admin-I Section**
वेबसाइट/website: **www.cgda.nic.in**

भारत सरकार
**Govt. of India**

रक्षा मंत्रालय
**Ministry of Defence**

No.: AN/1058/SPARROW/Vol-II

Date: 19/05/2020

**IMPORTANT CIRCULAR**

To,

PAR Managers (for IDAS)

All PCsDA/CsDA/PCFA (Fys) Kolkata/NADFM Pune

**Sub:** **Reflection of utilization of Government e-Marketplace (GeM) in Performance Appraisal Report (PAR)**

In view of DoPT OM No. 21011/04/2019/Estt. A-II dated 24/09/2019 (copy enclosed) regarding reflection of utilization of Government e-Marketplace (GeM) in Performance Appraisal Report (PAR), the existing PAR formats applicable for IDAS officers are being updated in consultation with NIC.

2.     In this regard, it is intimated that generation of PARs (APARs/MTPARs) for FY 2019-20 may be put on hold with immediate effect, until further orders. The PARs (APARs/MTPARs) for FY 2019-20 generated on or after 01/04/2020 but pending at initial stage (i.e. PARs pending with Officer Reported Upon) may be deleted. However, status quo is to be maintained for the PARs (APARs/MTPARs) for FY 2019-20 generated on or after 01/04/2020 and completed at any level (i.e Self Appraisal, Reporting, Reviewing, Accepting etc.). The mechanism for deletion of PARs is attached as Annexure.

3.     Strict compliance may please be ensured and further instructions after updation of formats by NIC may be awaited.

**(Praveen Kumar)**
**Sr. Jt. CGDA (Admin)**

**Copy to:**

EDP Section

Local

For uploading on CGDA Website.

—Sd—
**(Kiran Raju)**
**Sr. Accounts Officer**

---

F.No.21011/04/2019-Estt. A-II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 24 September, 2019

OFFICE MEMORANDUM

**Subject**: Reflection of utilization of Government e-Marketplace (GeM) in Annual Performance Assessment Report (APAR).

The undersigned is directed to say that Government e-Marketplace (GeM) portal facilitates online procurement of common use goods & services by various Government Ministries/Departments. Procurement of goods & services through GeM portal has been made mandatory by Government of India under Rule 149 of General Financial Rules, 2017, for goods and services available on GeM. GeM aims to enhance transparency, efficiency and speed in public procurement and to achieve the best value for money.

2.      To ensure that this digital e-Commerce portal for procurement of goods and services is appropriately utilized by all the Ministries/Departments, it has been decided, with the approval of the competent authority, that a reflection of the work done through GeM by the Officer Reported Upon (ORU) shall be made in the APAR of Group 'A', Group 'B' and Group 'C' officers belonging to Central Civil Services (other than All India Services).

3.      The ORU, who are handling procurement from GeM portal in their Ministry/Department/Organisation, while recording Self-appraisal in APAR form, against the column 'Targets/Objectives/Goals' shall specify the 'Total budget allocated for procurement by the Ministry/Department/Division/Section' (as may be applicable in the case of the ORU) and against the corresponding column 'Achievements', the ORU shall indicate (i) the 'Total procurement through GeM portal' made by him/her during the period of report, (ii) specifying the % of procurement through GeM portal, (iii) the procurements made outside GeM and the reasons therefor, and (iv) steps taken for promotion of GeM in the Ministry/Department/Division/Section.

4.      The Reporting and Reviewing officers, shall, in general, while recording the numerical grading under 'Work Output', 'Personal Attributes' and 'Functional Competency' in the APARs, shall, wherever applicable, take into account the performance of the ORU for procurement of goods & services through GeM, in accordance with the extant instructions in force during the

period of report. Also, the remarks recorded by the ORU in Self-appraisal against Targets and Achievements on procurements made (as mentioned at para 3 above), may specifically be taken into account by the Reporting and Reviewing officers, while according numerical grading for items such as 'Accomplishment of planned work/work allotted as per subjects allotted' under Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Functional Competency. A reflection of the performance of the ORU with reference to procurement through GeM or otherwise may also be recorded by the Reporting Officer in the Pen Picture.

5.      The above provisions would be applicable for APAR from the reporting year 2019-20 onwards. The APAR format may be modified accordingly in the manner indicated in Annexure-I. A sample format of Self-appraisal Section and Reporting Section of APAR is at Annexure-II for reference.

6.      All Ministries/Departments are requested to bring the above instructions to the notice of all the offices under them for strict implementation.

(Kabindra Joshi)
Director

All Ministries/Departments of the Govt. of India
(As per standard list)

**Copy to:**

1) Secretary General/Registrar General, Supreme Court of India.
2) Secretary General of Lok Sabha Secretariat/Rajya Sabha Secretariat.
3) Secretaries in President's Secretariat / Vice-President's Secretariat/ Prime Minister's Office/ Cabinet Secretariat/ Central Vigilance Commission/UPSC/NITI Aayog.
4) The Comptroller and Auditor General of India, New Delhi.
5) Director, NIC, DoP&T for uploading on the website of this Department under Notifications/OM & Orders-Establishment-ACR.

Copy also to:

1) All attached offices under M/o Personnel, Public Grievances and Pensions.
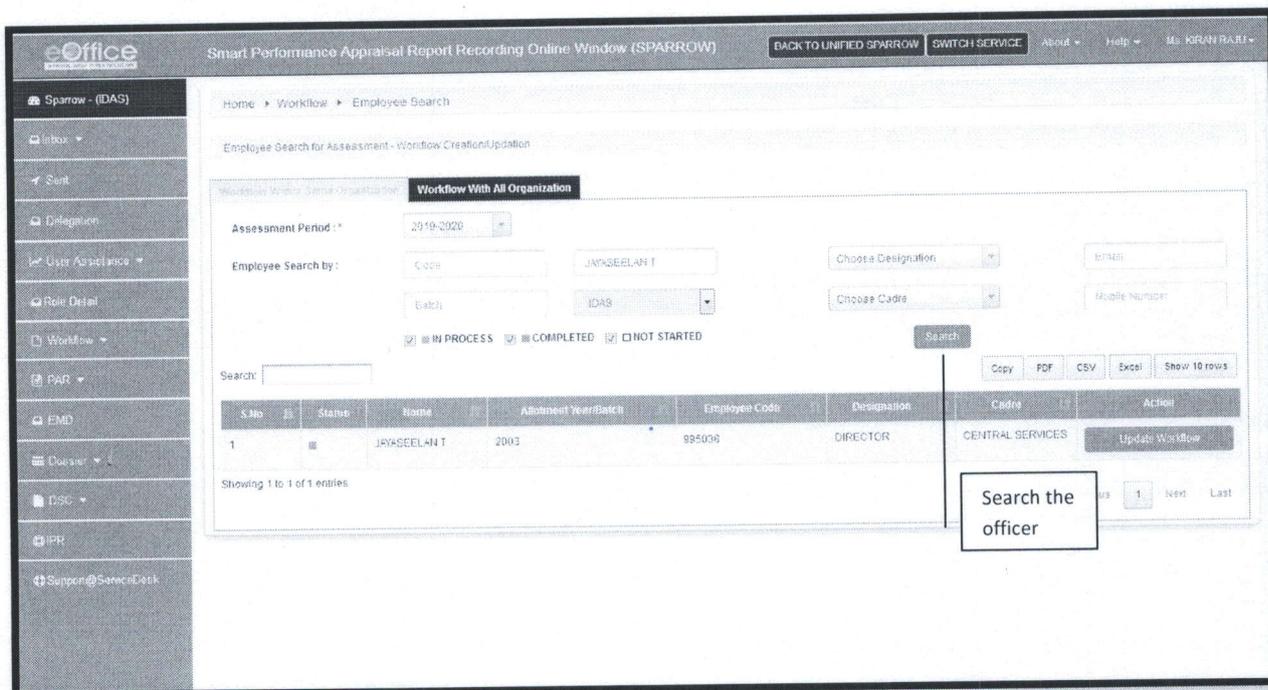2) Establishment Officer and Secretary, ACC.

(Kabindra Joshi)
Director

## Process for deletion of PARs

1. Login on SPARROW using PAR Manager's ID.

2. Click on **Workflow** then **Create/Update**



3. **Search** the officer.

4. Go to **Actions** and then **Delete** to delete the workflow. The PAR will be deleted.



Go to Actions and click on Delete.