

No.A-28013/2/2016-CAC
Government of India
Ministry of Finance
Department of Expenditure
Office of Chief Adviser Cost

2nd Floor, 'C' Wing, Loknaya Bhawan,
New Delhi, Dated 9th November, 2017

OFFICE MEMORANDUM

Subject: Implementation of on-line APAR system (SPARROW) in respect of ICoAS Officers-reg.

The undersigned is directed to refer to this office OM of even number dated 21st April 2017 on the subject cited above and to say that e-Office (SPARROW) software for Indian Cost Accounts Service (ICoAS) Officers, was made functional for the ICoAS Officers/ users for submission of their APARs, from the assessment year 2016-17 onwards.

2. In this context, it is stated that, this office is been continuously receiving few manual processed APARs from some of the Officers. It is reiterated that submission of APAR through on-line APAR system (SPARROW) has been made mandatory for the ICoAS Officers from the assessment year 2016-17 onwards. **From year 2017-18, manually processed APARs (for part or full period) sent to this office will not be accepted without proper justification.**

3. For the assessment year 2016-17, it has been noticed that, many online created APARs are still in process under the e-Office (SPARROW) software. In this context attention is invited to the DoPT OM No. 21011/02/2015-Est(A-II)-Part II dated 13th June 2017 vide which the time schedule for generation and recording of APAR for the A.Year 2016-17 has been circulated. As per the said OM, the entire process is to be completed by 31st December 2017 and after that "No remarks" shall be recorded in the APAR for the year 2016-17.

4. To expedite the process, all 'PAR Custodian' and 'Alternate Custodian' in the various participating offices are requested to take up the matter with the concerned Officers for early completion of Pending APARs initiated by them through e-Office (SPARROW) software. All the ICoAS officers having their pending APARs (in the system) may also take up the issue with their reporting Officers/Reviewing Officers to get their APAR completed.



(Vikas Mathur)
Deputy Director (Cost)
Ph. 24653487

To,

1. All ICoAS Officers (through e-mail only)
2. All 'PAR Custodian' and 'Alternate Custodian' in the various participating offices as per the list attached.
3. Copy to be placed on the website: www.cac.gov.in

SPARROW Custodians and Alternate Custodian – Revised List as on 01.11.2017

- At ICoAS HQ - O/o Chief Adviser Cost, M/o Finance, D/o Expenditure

	Role	Name & Designation	E mail	Contact No.
1	Centre PAR Custodian	Pankaj Gupta, Director (Admin.)	gupta.pankaj@nic.in	9810840770
2	PAR Custodian	Vikas Mathur, Dy. Director (Admin.)	vikasmathur.icoas@nic.in	9899110094
3	Alternate Custodian	Rakesh Pandey, Dy. Director (Cost)	rakeshpandey.icoas@nic.in	8860427428
4	System Administrator	Vikas Mathur, Dy. Director (Admin.)	vikasmathur.icoas@nic.in	9899110094
5	EMD Administrator	Manoj Kumar, Assistant Director (Cost)	ca.manoj@gov.in	9078000515

- At National Pharmaceutical Pricing Authority, New Delhi

	Role	Name & Designation	E mail	Contact No.
+	Custodian	A.K. Khurana, Director (Cost)	akkhurana.icoas@nic.in	9811181167
1	Custodian	Anand Prakash Deputy Director (Cost)	anand.p77@nic.in	9434063332, 9555986978
2	Alternate Custodian	Prasenjit Das Assistant Director (Cost)	prasenjit.icoas@gov.in	8334069940

- At Ministry of Defence, New Delhi

	Role	Name & Designation	E mail	Contact No.
1	Custodian	Manik Mukherji, Director	manikmukherji.icoas@nic.in	9968075546
2	Alternate Custodian	S.K. Jaiswal, Director	skjaiswal.icoas@nic.in	9891987543

- At Tariff Commission, Department of Industry Policy & Promotion, New Delhi.

	Role	Name & Designation	E mail	Contact No.
1	Custodian	P.K. Upadhyay, Director	pkupadhyay.icoas@nic.in	9934013470
2	Alternate Custodian	A.S. Chowdhary, Director	amardeep.68@gov.in	9810948828

- At Department of Commerce, Directorate General of Anti-Dumping & Allied Duties

	Role	Name & Designation	E mail	Contact No.
1	Custodian	Manish Goswami, Director (Cost)	manishgoswami.icoas@nic.in	9810607651
2	Alternate Custodian	A.K.Pal Director (Cost)	anand.kpal@nic.in	9968280749

- **D/o Food & Public Distribution, M/o Consumer Affairs, Food and Public distribution**

	Role	Name & Designation	E mail	Contact No.
1	Custodian	G.S. Anand, Dy. Director (Cost)	gsanand.icoas@nic.in	9212656726
2	Alternate Custodian	Manjesh Porwal Assistant Director (Cost)	manjesh.porwal@gov.in	9891417015

- **Department of Public Enterprises, M/o Heavy Industries and Public Enterprises**

	Role	Name & Designation	E mail	Contact No.
1	Custodian	Rashmi Tahliani, Dy. Director (Cost)	rashmi.icoas@nic.in	9999577261
1	Custodian	A.K. Khurana, Director (Cost)	akkhurana.icoas@nic.in	9811181167
2	Alternate Custodian	Shashi Kanta Malik, Deputy Director (Cost)	s.malik@nic.in	9560226156

- **Cost Audit Branch, Ministry of Corporate Affairs, New Delhi.**

	Role	Name & Designation	E mail	Contact No.
1	Custodian	Manmohan Kaur, Director (Cost)	manmohan.kaur@mca.gov.in	8882220039
2	Alternate Custodian	Saurabh Bansal, Assistant Director (Cost)	saurabh.bansal@mca.gov.in	8802270602