


MINISTRY OF DEFENCE
HQ DGQA/APAR CELL

PROCESSING OF APARs AND SUBMISSION OF REPRESENTATIONS (if any) : REG

1. It is well aware to all personnel that entire APAR activity with respect to the personnel of all cadres working in DGQA has been completely transformed in online mode through SPARROW software from the year 2019-20 onwards. This includes online processing of APARs and also the submission of representations, if any, against the assessment made with regard to numerical grading and entries made in pen picture by IO and RO in the concerned APARs.
2. It has been observed that some of the officers who have represented in online mode against assessment made by IO/RO in their APARs, have also been forwarding physical copies of the same as 'Advance Copy' directly to all concerned and the Competent Authority. It is clear violation of scheduled procedure of official correspondence which shall be performed mandatorily 'through proper channel' basis. Also, when the procedure of disposal of the representations has to be processed in online mode only, there is no necessity to make correspondence in hard copy with regard to submission of representation. This practice has not been appreciated by the Offg DG, DGQA as well as against to laid down procedure in vogue. The Offg DG, DGQA has directed that 'All official correspondence should be performed through proper channel only and all activities related with submission of representations (if any) have to be undertaken through online mode only.' No 'advance copy' in physical form of representations by the 'officer reported upon' should be initiated hereafter.
3. In addition to above, the Offg DG, DGQA has also advised that IOs & ROs designated in channel of reporting of APARs, if awarding low numerical grading as well as making adverse entries in pen picture of their subordinate officers, should upload relevant documents supporting their view points in this regard. He further emphasised that appropriate numerical grading awarded should be commensurable to the entries made in the pen picture. These both aspects should always be matched for meaningful and holistic approach towards the actual and realistic assessment of performance in respect of their respective subordinate officers in order to achieve objectives/provisions contained in the relevant DoP&T guidelines and career progression of the officers.
4. Respective ADGsQA and Offg ADGsQA are requested to disseminate these instructions further to the concerned HoEs/Offg HoEs of their field Estts for strict compliance.
5. This is issued with the directives of the Offg DG, DGQA.


(PV Krishnachand)
DDG (Adm)
for Offg DGQA

HQ DQA (A), New Delhi
HQ DQA (V), New Delhi
HQ DQA (CV), Avadi
HQ DQA (M&E), Ichapur
HQDQA (WP), New Delhi
DIQA, Bangalore

HQ DQA (S), New Delhi
HQ DQA (EE), New Delhi
HQ DQA(R&S), Secunderabad
HQ DQA (N), New Delhi
HQ DQA (L), New Delhi
HQ DQA (PP&T), New Delhi

HQ, MSQAA, Hyderabad
HQ, SSQAG, Hyderabad
HQ DQA(CV) Cell, New Delhi
HQ DQA(R&S) Cell, New Delhi
HQ DQA(M&E)Cell, New Delhi
HQ Dte of Stdn, New Delhi

Copy to:

TS to Offg DG, DGQA
PS to ADG (Adm)
PA to DDG (O)
DGQA/ Adm-6B
Dir,SDCC

} for kind information please.

Request to upload on DGQA website for wide publicity.