

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001.**

No. 16-1(50)/2022-CCOACR

Dated : 29.11.2022

**OFFICE MEMORANDUM**

**Sub: Implementation of SPARROW system of APAR for the Non-Technical Cadres in CSIR.**

**Ref: CSIR letter of even number dated 16.08.2022**

**1.** This is in continuation of CSIR letter of even number dated 16.08.2022 vide which approval of DG, CSIR for adoption of SPARROW system with effect from 01.04.2022 (covering Report Year 2022-23 and onwards) for all the Non-Technical Cadres of CSIR has been notified. The Competent Authority has approved the following flow chart of Reporting Authority, Reviewing Authority and Accepting Authority of APARs in r/o Common Cadre and other Cadres.

**2. General Cadre CCOs**

**2.1 At Labs/Instts**

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. COA COA/AO*	Director	JS (A)	DG	*Whosoever functioning as Head, Admn. at Lab/Instt.
2.	COA	Sr. COA	Director	JS (A)	
3.	AO	COA	Sr. COA	Director	
4.	AO	COA	Director*	JS (A)	*If no Sr. COA posted/ in hierarchy
5.	AO	Sr. COA*	Director	JS (A)	*If no COA posted / in hierarchy

**2.2 At CSIR HQ**

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. DS	JS (A)	DG	DG	
2.	DS	Sr. DS	JS (A)	DG	

*Suhant*

*1/5*

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
3.	DS	JS (A)*	DG	DG	*If no Sr. DS posted / in hierarchy
4.	US	DS	Sr. DS	JS (A)	
5.	US	DS	JS (A)*	DG	*If no Sr. DS posted / in hierarchy
6.	US	Sr. DS*	JS (A)	DG	*If no DS posted / in hierarchy

### 2.3 At CSIR Cx./Units/Centres/Scientific Divisions of CSIR HQ

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. DS / Sr. COA	Head	JS (A)	DG	
2.	DS/COA	Sr. DS / Sr. COA	Head	JS (A)	
3.	DS/COA	Head*	JS (A)	DG	*If no Sr. DS/ Sr. COA posted / in hierarchy
4.	US/AO	DS/COA	Sr. DS / Sr. COA	Head	
5.	US/AO	DS/COA	Head*	JS (A)	*If no Sr. DS/ Sr. COA posted / in hierarchy
6.	US/AO	Sr. DS / Sr. COA*	Head	JS (A)	*If no DS/ COA posted/ in hierarchy

### 3. Stores & Purchase Cadre CCOs

#### 3.1 At Labs/Instts

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. COSP/ COSP/ SPO*	Director	JS (A)	DG	*Whosoever functioning as Head, S&P at Lab/Instt.
2.	COSP	Sr. COSP	Director	JS (A)	
3.	SPO	COSP	Sr. COSP	Director	
4.	SPO	COSP	Director*	JS (A)	*If no Sr. COSP posted/ in hierarchy

*Sukant*

2/5



Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
5.	SPO	Sr. COSP*	Director	JS (A)	*If no COSP posted / in hierarchy

### 3.2 At CSIR HQ

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. COSP	JS (A)	DG	DG	
2.	COSP	Sr. COSP	JS (A)	DG	
3.	COSP	JS (A)*	DG	DG	*If no Sr. COSP posted/ in hierarchy
4.	SPO	COSP	Sr. COSP	JS (A)	
5.	SPO	COSP	JS (A)*	DG	*If no Sr. COSP posted/ in hierarchy
6.	SPO	Sr. COSP*	JS (A)	DG	*If no COSP posted / in hierarchy

### 3.3 At CSIR Cx./Units/Centres/Scientific Divisions of CSIR HQ

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. COSP	Head	JS (A)	DG	
2.	COSP	Sr. COSP	Head	JS (A)	
3.	COSP	Head*	JS (A)	DG	*If no Sr. COSP posted/ in hierarchy
4.	SPO	COSP	Sr. COSP	Head	
5.	SPO	COSP	Head*	JS (A)	*If no Sr. COSP posted/ in hierarchy
6.	SPO	Sr. COSP*	Head	JS (A)	*If no COSP posted / in hierarchy

*Sushant*

*3/5*

#### **4. Finance & Accounts Cadre CCOs**

##### **4.1 At Labs/Instts**

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. COFA/ COFA/ F&AO*	Director	FA	DG	*Whosoever functioning as Head, F&A at Lab/Instt.
2.	COFA	Sr. COFA	Director	FA	
3.	F&AO	COFA	Sr. COFA	Director	
4.	F&AO	COFA	Director*	FA	*If no Sr. COFA posted/ in hierarchy
5.	F&AO	Sr. COFA*	Director	FA	*If no COFA posted / in hierarchy

##### **4.2 At CSIR HQ**

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. Dy. FA	FA	DG	DG	
2.	Dy. FA	Sr. Dy. FA	FA	DG	
3.	Dy. FA	FA*	DG	DG	*If no Sr. Dy. FA posted/in hierarchy
4.	F&AO	Dy. FA	Sr. Dy. FA	FA	
5.	F&AO	Dy. FA	FA*	DG	*If no Sr. Dy. FA posted/in hierarchy
6.	F&AO	Sr. Dy. FA*	FA	DG	*If no Dy. FA posted / in hierarchy

##### **4.3 At CSIR Cx./Units/Centres/Scientific Divisions of CSIR HQ**

Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Sr. Dy. FA / Sr. COFA	Head	FA	DG	
2.	Dy. FA / COFA	Sr. Dy. FA / Sr. COFA	Head	FA	
3.	Dy. FA / COFA	Head*	FA	DG	*If no Sr. Dy. FA / Sr. COFA posted / in hierarchy

*Subant*

*4/5*



Sl.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
4.	F&AO	Dy. FA / COFA	Sr. Dy. FA / Sr. COFA	Head	
5.	F&AO	Dy. FA / COFA	Head*	FA	*If no Sr. Dy. FA / Sr. COFA posted / in hierarchy
6.	F&AO	Sr. Dy. FA / Sr. COFA*	Head	FA	*If no Dy. FA/ Sr. COFA posted / in hierarchy

## **5. Other Cadres / Issues**

5.1 In case of Group 'B' and 'C' Administrative staff, APARs will be evaluated by the respective Reporting and Reviewing Officers as hitherto.

5.2 Existing instructions will continue in case of Stenographic Cadre. Their Reporting Authority, Reviewing Authority and Accepting Authority, wherever applicable, will be the same Officer.

5.3 In case of staff of other Non-Technical Cadres viz. Rajbhasha, Security etc. where Director / JS (A) is the Appointing Authority at Labs/Instts / for CSIR HQ and its Units etc. respectively, APARs will be completed and maintained at respective Lab/Instt / CSIR Central Office.

**6.** Any issue not covered herein relating to implementation of SPARROW will be decided by JS (A).

This issues with the approval of DG, CSIR.

*Sushant*  
(Sushant Singh)  
Section Officer  
CCO ACR Cell

Copy to:-

1. Directors/Heads of all CSIR Labs/instts/Centre/Units
2. Office of DG, CSIR
3. Office of JS (Admn.), CSIR
4. Office of FA, CSIR
5. Office of CVO, CSIR
6. LA, CSIR
7. Sr. DS (HR) / Sr. DS (CO) / Sr. DS (PD) / DS (Cx.)
8. IT Division - with the request to host this OM on CSIR website
9. Guard File
10. Office copy

5/5