

F. No. 100-20/2017-STG-1  
Government of India  
Ministry of Communications  
Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road,  
New Delhi, 110001  
Dated, the 19 April, 2017

**OFFICE MEMORANDUM**

**Sub : e-APAR schedule for 2016-17 APARs.**

The undersigned is directed to inform that on the directions of DoPT to introduce online filing of APAR through SPARROW system in respect of Group "A" officers of ITS cadre in the Department of Telecommunications w.e.f. 01.4.2017 (i.e. APAR period 2016-17 onwards), necessary customisation of the system is at the advanced stage of its implementation in co-ordination with NIC to suit the needs of the cadre.

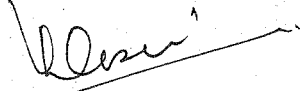
2. In this connection, it may be noted that w.e.f. 01.4.2017 onwards, **all the ITS Group "A" officers have to mandatorily submit their APAR through this online system and no APAR in physical form shall be accepted and treated as valid for the APAR period 2016-17 onwards.**

3. It may also be noted that APARs are vital for proper personnel administration and therefore, it is essential that they are completed within a time-frame so that up-to-date APARs are available at any given time whenever required. With this end in view, a standard time-schedule has already been prescribed by DoPT. However, keeping in view that the SPARROW system for online filing of APARs is being rolled out for the first time w.e.f. April, 2017 (APAR period 2016-17), after review with NIC, it has been decided to follow a revised time-schedule (for the current year) as indicated below:-

S.No	Activity	Date by which to be completed
1.	Generation of APAR by the Custodian (To individual officer	31.5.2017

2	Submission of APAR by the individual officer after filling-in of the Self-Appraisal part (To Reporting Authority)	30.6.2017
3	Submission of APAR by the Reporting Authority after assessment (To Reviewing Authority)	15.8.2017
4	Submission of APAR by the Reviewing Authority after assessment (To CR for disclosure)	30.8.2017
5	Submission of APAR by CR for disclosure (To individual officer)	15.9.2017
6	Submission of APAR by individual officer either for closing or with representation (To CR)	30.9.2017
7	APAR to be finally closed by CR	15.10.2017
8	<u>(In case of representation)</u> Submission of representation by CR (To reporting Authority for consideration)	15.10.2017
9	Submission of representation by Reporting officer after re-assessment (To Reviewing Authority for consideration)	31.10.2017
10	Submission of representation by Reviewing authority after re-assessment (To Accepting/Competent Authority for decision)	15.11.2017
11	Submission of the decision by competent authority (To CR for disclosure)	30.11.2017
12	Submission of the decision by CR for disclosure (To officer)	15.12.2017
13	Submission by the individual officer (To CR for closure)	30.12.2017

4. All the Group "A" officers of the cadre are requested to adhere to the above instructions scrupulously.

  
Vandana Sethi  
Director (Staff)