## F. No.100-20/2017-STG-1

Government of India
Ministry of Communications
Department of Telecommunications

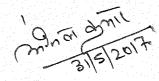
Sanchar Bhawan, 20, Ashoka Road New Delhi -- 110001 Dated, the 31May, 2017

## OFFICE MEMORANDUM

## Sub: Revised 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. 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	15.6.2017
	individual officer	15 7 2017
2	Submission of APAR by the individual	15.7.2017
	officer after filling-in of the Self-Appraisal	
	part (To Reporting Authority)	
	Submission of APAR by the Reporting Authority	15.8.2017
3	ofter assessment (To Reviewing Authority)	
4	Submission of APAR by the Reviewing Authority	30.8.2017
	after assessment (To CR for disclosure)	15.9.2017
5	Submission of APAR by CR for disclosure	13.9.2017
	(To individual officer) Submission of APAR by individual	30.9.2017
6	Submission of APAR by murvidual	
	officer either for closing or with	
	representation (To CR)	15.10.2017
7	APAR to be finally closed by CR	15.10.2017
8	(In case of representation) Submission of representation by CR(To	



	reporting Authority for consideration)	
9	Submission of representation by	31.10.2017
	Reporting officer after re-assessment(To	
	Reviewing Authority for consideration)	
10	Submission of representation by	15.11.2017
	Reviewing authority after re-	
	assessment(To Accepting/Competent	
	Authority for decision)	
11	Submission of the decision by competent	30.11.2017
	authority (To CR for disclosure)	
12	Submission of the decision by CR for	15.12.2017
*-	disclosure (To individual	
	officer)	
13	Submission by the individual officer (To CR	30.12.2017
	for closure)	
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4. All the Group "A" officers of the cadre are requested to adhere to the above instructions scrupulously

Anil Kumar

Director(Staff)