

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 23 June, 2017

**OFFICE MEMORANDUM**

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

In supersession of order of even no dated 14.06.2017, 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 Indian Telecom Service (ITS) in the Department of Telecommunications w.e.f. 01.4.2017 (i.e. APAR period 2016-17 onwards), the revised time-schedule (for the current year) is indicated below:-

| S.No | Activity   | Date by which to be completed          |
|------|--|--|
| 1.   | Generation of APAR by the Custodian (To individual officer)  | 15.7.2017                              |
| 2    | Submission of self-Appraisal to the Reporting officer  | 31.7.2017                              |
| 3    | Forwarding of report by reporting officer to reviewing officer   | 16.8.2017                              |
| 4    | Forwarding of report by reviewing officer to Administrator/APAR cell or the accepting authority (wherever provided)  | 31.8.2017                              |
| 5    | Appraisal by accepting authority, wherever provided  | 15.9.2017                              |
| 6    | (i) Disclosure of APAR to the officer reported upon where there is no accepting authority<br>(ii) Disclosure of APAR to the officer reported upon where there is accepting authority | 10.9.2017<br>25.9.2017                 |
| 7    | Receipt of representation, if any, on APAR   | 15 days from the date of communication |
| 8    | Forwarding of representation to the competent authority<br>(i) where there is no accepting authority for APAR  | 30.9.2017                              |

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|----|---|--|
|    | (ii) where there is accepting authority for APAR  | 31.10.2017   |
| 9  | Disposal of Representation by the competent authority   | Within one month of the date of receipt of representation by the competent authority |
| 10 | Communication of the decision of the competent authority on the representation by the APAR Cell | Within 15 days of finalization of decision by the competent authority                |
| 11 | End of entire APAR process, after which APAR will be finally taken on record                    | 31.12.2017   |

2 . This OM supersedes all earlier O.Ms. issued by this department in this context. All the Group "A" officers of the ITS cadre are requested to adhere to the above instructions scrupulously.

*Anil Kumar*  
23/6/17

Anil Kumar

Director(Staff)