

Dated:- 07.12.2021

**OFFICE MEMORANDUM**

**Sub. Timely completion of APAR in case of transfer / retirement of Officer Reported Upon / Reporting Officer /Reviewing Officer.**

The system of online recording of APAR through SPARROW Portal has been introduced by DoP&T in respect of Central Civil Service Officers. In this regard, it has been observed in many cases that Officer Reported Upon (ORU) do not inform the change in Reporting Authority during the year due to transfer / retirement etc and consequently the assessment of such APARs is deferred till the end of the year resulting in complications.

2. In this context, following guidelines with respect to SPARROW are brought to the notice of all concerned:-

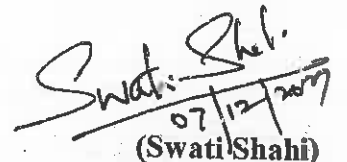
- i. When a Report has to be written by a Reporting Officer who is under transfer it should be written at the time of transfer or immediately thereafter and not deferred till the end of the year.
- ii. Where a Reporting Officer or Reviewing Officer retires, he / she is allowed to write / review the Performance Appraisal Report with regard to his subordinates within one month of his/her retirement.

3. It is thus requested to all the officers to ensure that:-

- i. Their data is duly mapped in SPARROW system and their SPARROW Account is fully functional at all times.
- ii. In the event of transfer of Officer Reported Upon (ORU) /Reporting Authority, they should get their APAR assessed by the officer concerned at the earliest.
- iii. In the event of retirement of Reporting Authority, ORU should get his / her APAR assessed within one month of the retirement of the officer concerned.
- iv. For all above cases, complete details of self, their Reporting / Reviewing Authority (and Accepting Authority wherever applicable) are sent to CR Section in the prescribed format i.e. Annexure-I, alongwith all supporting documents/orders, for generation / completion of e-APAR in stipulated time frame.

4. This issues with the approval of the Competent Authority.

Encl. / Annexure -I

  
07/12/2021  
(Swati Shahi)

Director (SEA)

e-mail: [fin.sparrow.dot@gov.in](mailto:fin.sparrow.dot@gov.in)

Copy forwarded for information and necessary action to:-

1. PPS to Member (Finance) DCC, DoT HQ, New Delhi.
2. PPS to Advisor (Finance) DoT HQ, New Delhi.
3. CGCA, DoT, NICF Campus, Ghitorni, New Delhi.
4. DG, NICF, Ghitorni, New Delhi.
5. All Sr. DDGs / DDGs of Accounts & Finance Wing in DoT HQ New Delhi.
6. Sr. DDG (PAF), Department of Posts, Dak Bhawan, New Delhi-110001.
7. Addl. Administrator, USOF, DoT HQ
8. All Pr. CsCA / CsCA / Joint CCA / GM (Finance) / DAP.
9. U.S. (SEA), DoT HQ for uploading the O.M. on the DoT website & e-Office.
10. A.D.G. (SEA) DoT HQ.

**Details to be provided by IP&TAFS Officer(s) to PAR Custodian / Nodal officers for generation of e-PAR (along with the relevant documents e.g. Transfer/Posting, Deputation, Training, Retirement, Study Leave/ CCL etc. order, if any)**

- A. Report for the Year: 2021-22
- B. Period of Report (From & To in DD/MM/YYYY):
- C. e-APAR Part No. (If "Period of Report" is less than a year):

1	Name of the officer	
2	Date of Birth (DD/MM/YYYY)	
3	SPARROW Employee Code	
4	Date of continuous appointment to Present Grade (Period Concerned)	Date
		Grade
		Regular/NFU
5	Date of continuous appointment to Present Post (Period Concerned)	Date
		Post i.e. Designation during period concerned
6	Reporting officer during the period of Report	Is Reporting officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code
7	Reviewing Officer during the period of Report	Is Reviewing officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code

8	Accepting Authority, wherever applicable, during the period of Report	Is Accepting Authority part of any SPARROW system of GOI (Yes/No)			
		Name			
		Batch (Allotment Year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee Code			
9	Period of absence from duty (on EL/CCL/COML/Study Leave/Training etc.) during the year. If he/she has undergone training, please specify complete details or NIL, as the case may be				
	Absence Category	Period From	Period to	Type/Nature	Remarks

**Self-Certification:** Certified that the information provided above is true and correct to the best of my knowledge.

Date:

**Signature**

**Name:**

**Designation:**

**Staff No.:**

**Contact No. & Mobile:**

**e-mail Id:**

**Note:** - In case there are multiple periods of report, please submit details for each part of reporting in separate form in pdf. format of less than 3 MB only.