

F. No. CS & Protocol/Adv (F)/SPARROW/2021  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20-Ashoka Road, New Delhi-110 001

Dated: 12.06.2022

**OFFICE MEMORANDUM**

**Sub. Online recording of Annual Performance Appraisal Report (APAR) and submission of Annual Immovable Property Return (AIPR) on SPARROW Portal by IP&TAFS Group 'A' Officers-reg.**

The Annual Performance Appraisal Report (APAR) is an important document which provides the basic and vital inputs to assess the performance of an officer for his / her career progression and has a pivotal role during the following departmental activities:-

- i. Regular promotion
  - ii. Non Functional Upgradation
  - iii Deputation
  - iv. JS / Addl. Secretary / Secretary empanelment
  - v. Review under FR 56 (j) / Rule 48 of CCS (Pension) Rules
2. Similarly, timely submission of Annual Immovable Property Return (AIPR) is essential for obtaining vigilance clearance for above said activities.
3. The recording and movement of APARs in SPARROW Portal is quick and convenient. Some salient features of SPARROW application are enumerated as under:-
- i. SPARROW has eliminated all paper work and made the whole process hassle free.
  - ii. Completed APARs are available at the click of mouse to the officer and CR Section for reference.
  - iii. There are separate forms for APAR for working Periods, Periods Less than three months, Training & Study Leave.
  - iv. APAR Form moves through various stages i.e. Self appraisal, Reporting Authority, Reviewing Authority, Accepting Authority, CR Section to Disclose, Officer Disclosure & Representation. Once comments are recorded at one stage and signed by the officer concerned, it moves to the next stage automatically.
  - v. The application also provides 'status check facility' so that the officers could know status of their own APAR as well as APAR(s) of their subordinates pending with them.
  - vi. There is also inbuilt alert mechanism for alerts/reminders through different modes (*presently through e-mail*) at appropriate stages.

(Note: The pre-requisite for the success of SPARROW is that data of all IP&TAFS officers is duly mapped in SPARROW system and their SPARROW Account is fully functional at all times.)

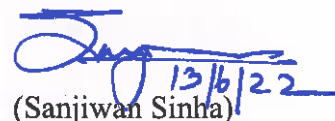
4. Likewise, AIPR (Annual Immovable Property Return) is required to be submitted through SPARROW Portal only following a simple and user friendly process. For the previous year ending 31.12.2021, due to some reasons 100% submission of AIPR through SPARROW in respect of IP&TAFS Officers could not be achieved, which invited objections from Vigilance wing, DoT. Therefore, 100% submission of AIPR through SPARROW is our target for the current year ending 31.12.2022 and onwards. To facilitate this, a 'Step by Step Process' to fill AIPR is given in Annexure-I.

5. For recording of APARs for the Year 2021-22, target dates / timelines have already been circulated vide this office O.M. of even no. dated 11.03.2022. Most of the officers have submitted their self-appraisal. But still some of the officers are yet to submit their self appraisal to their Reporting Officers. Hence, all such IP&TAFS officers are requested to submit their self-appraisal to reporting officers urgently. All IP&TAFS Officers in the role of Reporting Officer are also requested to submit the duly reported APARs to Reviewing Officers without waiting for the last date i.e. 30.06.2022 so as to avoid last minute rush to meet the deadline. In case of any doubt or lack of clarity Director SEA or AO (CS & Protocol) may be contacted without further delay.

6. The target of 100% recording of APAR and submission of AIPR through SPARROW (status of 2021-22 enclosed) can be achieved only with the support and co-operation of all officers of the cadre. All officers are, therefore, requested to adhere to the stage wise timelines prescribed for the purpose.

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

Enclosure / As above.

  
(Sanjiwan Sinha)

Deputy Director General (E&T)  
Phone No. 011-23036728  
e-mail: fin.sparrow.dot@gov.in

Copy forwarded for kind information and necessary action to:-

1. PPS to the Member (Finance), DoT HQ, New Delhi.
2. PSO to the Advisor (Finance), DoT HQ, New Delhi.
3. CGCA, DoT, NICF Campus, Ghitori, New Delhi.
4. DG, NICF, Ghitori, New Delhi.
5. All DDGs of Accounts and Finance Wing in DoT HQ, New Delhi.
6. Joint Administrator, USOF, DoT HQ, New Delhi.
7. All Pr. CsCA / CsCA / Joint CCA.
8. Sr. DDG (PAF), Department of Posts, Dak Bhawan New Delhi for circulation amongst all IP&TAFS Officers working in DoP and its field offices.
9. All IP&TAFS Group 'A' Officers working in DoT and its field offices and on deputation to other Ministry/ Departments.
10. US (SEA) for uploading the O.M. on the DoT website & e-Office.

## **Steps for Filling of Annual Immovable Property Return (AIPR) through SPARROW Portal**

**Step 1.** Login with User ID (Govt. e-mail id) & password related to Govt. mail ID on SPARROW Portal

sparrow-dot.eoffice.gov.in

<https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWDOT>



Click on IPR Tab being shown on the Left Hand Side on the Screen



Select option IPR Declaration



Select Statement as on date (e.g. 01.01.2022)

**Step 2.** Now there will be three options

- 1) (a) **Fill New Declaration** - Click **Fill Electronic Form** and fill all requisite information related to AIPR
- (b) **Upload Physically Signed Form** - Click on option **Upload Physically Signed Form** and upload the scanned copy in pdf. format.
- 2) **Copy Data from Previous Year Declaration** - Previous year data will be shown on the screen. Necessary updation can be executed at this stage before submission.
- 3) **NIL Declaration** - On selecting **NIL declaration option**, an auto filled **NIL declaration** will show on screen.

**Step 3.** Digital Signature Certificate (if not feasible), please use e-Hastakshar (e-sign) through Aadhar based e-Authentication through OTP received on aadhar linked mobile number and submit.

**List of officers whose APARs for the Year 2021-2022 have been either initiated manually or system other than SPARROW**

S. No.	Staff No.	Name (Sh./Smt./Ms.)	BATCH	Remarks
1	83057	PRAKASH KUMAR THAKUR	1992	Reporting Officer not in SPARROW. Hence, APAR initiated manually.
2	83068	KUMAR SANJAY BARIAR	1993	O/o DG Shipping is still to be onboarded on SPARRROW. Presently manual APAR is being initiated.
3	83095	M. INDU MADHAVI	1994	APAR generated in e-APAR system of BSNL.
4	83111	DEOKRISHNA	1994	A PAR for the PAR period 01.04.2021 to 22.08.2021 initiated manually.
5	83134	RAJEEV ROY	1995	Reporting/ Reviewing Officers not in SPARROW. Hence, manual APAR is initiated.
6	83135	Dr. BRAJESH KUMAR SINGH	1995	Officer on deputation to MCD. Manual APAR has been initiated.
7	83142	TARACHAND S.	1995	APAR generated in eAPAR system of BSNL.

**Annexure -III****AIPR for the year ending 31.12.2021 submitted by officers in physical format  
(Not in SPARROW)**

Sl. No.	Staff No.	Name	Address
1	83028	KAUSHAL KISHORE	Deputation- TRAI
2	83062	RAJEEV KUMAR	DDG(Accounts), DoT Hq.
3	83076	DEVENDRA KUMAR NIM	DDG(Trg-II), NICF, Delhi
4	83135	Dr. BRAJESH KUMAR SINGH	Deputation-East Delhi Municipal Corporation
5	83142	TARACHAND S	Deputation-BSNL
6	83190	ANIL PRATAP SALUNKE	CCA, Maharashtra & Goa
7	83223	RAJ KARAN VERMA	GM(F), PAO, Lucknow
8	83343	ARUN KUMAR	DAP, Jammu
9	83407	SUNIL GEORGE	DAP, Trivendrum
10	10060	DEBASHISH JANA	DAP, Cuttack
11	10085	DEBAJYOTI BHATTACHARYA	CCA, Odisha
12	10124	SAMIR KUMAR BAIDYA	CCA, NE-II
13	10131	S.P.PARKHI	DAP, Nagpur
14	83471	SHUBHRA KUMARI	NICF
15	83473	RAJAT BHARDWAJ	NICF
16	83481	KIRDAK NEHA LAXMAN	NICF
17	83494	MAHIRE TEJAS RAMAKANT	NICF