

No.CS/Adv (HRD)/E-APAR/2016
Government of India
Ministry of Communications
Department of Telecommunications
20, Ashoka Road, New Delhi

Dated: 21/11/2016

Office Memorandum

Sub: Introduction of Smart Performance Appraisal Report Recording Online Window (SPARROW) for ITS officers

As you are aware, the recording of performance appraisal report is undertaken annually as it provides the basic and vital inputs for development of an officer. The APARs are written as per schedule/ timelines framed by DoP&T. The performance appraisal report not recorded within the prescribed timelines are treated as 'time barred' and where dates are not indicated by the officers reported upon/ reporting/ reviewing authority, such APARs are taken on record assuming that these would have been recorded in time and dates were left inadvertently. Instances, however, have come to the notice where such gaps are exploited by ante-dating self assessment or remarks being left undated intentionally.

2. With a view to address these issues, online reporting is being introduced in DoT for the financial year 2016-17 onwards, for all the ITS officers, including those on deputation to various organisations. The pre-requisites for online submission of APAR include:


- (i) NIC e-mail id (xxxx@nic.in, OR xxxx@gov.in)
- (ii) eSign (Aadhar ID linked with mobile number – to be used for OTP based authentication of APAR)

3. All the ITS officers are requested to get their NIC e-mail ID and also ensure that their mobile number is linked with Aadhar ID to facilitate eSign.

4. Aadhar number may be updated by all the officers at the home page of itsonline.bsnl.co.in. Other relevant personal particulars are to be updated by the officers at the e-APAR tab on this site.

5. It is impressed upon all concerned that paper-based APARs will not be entertained this year onwards. Further, the System will not permit any delay in the submission of self-appraisal for online APAR beyond prescribed schedule, and hence, onus for any adverse entry in this regard will lie on the Officer reported upon.

6. In view of the timelines prescribed by DoP&T, the activity by the individual officers may be completed latest by 15.12.2016.


21.11.16

(Hoshiar Singh)
Director (Staff)

Tel : 011 2371 1391

To

All the officers of Indian Telecom Service