

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

Dated the 26.12.2022

OFFICE MEMORANDUM

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

A reference is invited to DoT Hq O.M. No. CS & Protocol /Adv (Finance)/SAPARROW/2021 Dated 07.12.2021 on the subject cited above (*Copy enclosed*).

2. In this regard, it has been observed that Officer Reported Upon (ORU) generally do not inform the change in Reporting /Reviewing Authority due to transfer / retirement etc. during the year, consequently, the assessment of APAR for part periods of the year are deferred till the end of year. In view of this, extant instructions / guidelines with respect to recording of APAR in SPARROW are reiterated as under:-

i. All officers should ensure that their data is duly mapped in SPARROW system and their SPARROW Account is functional at all times.

ii. In the event of transfer of Officer Reported Upon / Reporting Authority, the Officers reported upon should get their APAR assessed for the relevant period by the officer concerned at the time of transfer or immediately thereafter and not deferred till end of the year.

iii. In the event of retirement of Reporting / Reviewing Authority, ORU should get his /her APAR assessed within one month of the retirement of the officer concerned.

iv. If ORU does not provide details for online generation of e-PAR and does not submit his / her self-appraisal to Reporting Authority within the stipulate time-frame, Reporting Authority should take it upon himself/herself to remind the Officer Reported Upon in writing asking the officer to submit the self appraisal.

3. All IP&TAFS Group 'A' officers are therefore requested to send complete details of self/ Reporting / Reviewing Authority (and Acceptance Authority wherever applicable) for such part periods of the Reporting Year 2022-23 in prescribed format i.e. Annexure-I (*copy*

enclosed) to CR Section alongwith all supporting documents /orders regarding Leave / Study Leave, Certificate of Training / Academic courses attended during Study Leave etc. for timely generation of e-PAR in stipulated time frame.

4. It is further pointed out that it is the responsibility of all officers concerned i.e. ORU/Reporting/Reviewing Authority to complete the entire process of recording and completion of APAR within stipulated time-frame. Since the most affected person due to non completion of APAR is Officer Reported Upon, he/ she should take special care and make personal efforts for timely recording and completion of APAR.

5. This issues with the approval of Competent Authority.

Encl/ As above.

Signed by Rajesh Kumar
Singh
Date: 26-12-2022 15:03:31
Reason: Approved

(Rajesh Kumar Singh)
Under Secretary to the Govt. of India
Phone No. 011-23036511
e-Mail: fin.sparrow.dot@gov.in

Copy forwarded for information and necessary action to:-

1. Sr. PPS to Member (Finance), DCC, DoT HQ New Delhi.
2. PSO to Advisor (Finance), DoT HQ New Delhi.
3. CGCA, DoT, NICF Campus, Ghitorni, New Delhi
4. DG, NICF, Ghitorni, New Delhi.
5. Sr. DDG (PAF), DoP HQ New Delhi for necessary action in respect of O/o GMs (Finance) & DAPs and IP&TAFS Group 'A' officers posted in DoP.
6. All DDGs of Accounts and Finance Wings / Joint Administrator, USOF DoT HQ
7. All Pr. CsCA /CsCA / Joint CsCA
8. U.S. (SEA) for uploading the O.M. on DoT Website.
9. e-Office Notice Board.
10. Office copy.

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

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

Swati Shahi
 07/12/2021

(Swati Shahi)
 Director (SEA)

e-mail: 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.

Annexure -I

Details to be provided by IP&TAFS Officer(s) to Nodal Officer / PAR Custodian for generation of e-PAR

A. Report for the Year: 2022-23

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 <i>(Applicable in case of specific grade of IP&TAFS Group 'A' only)</i>	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

Note:

1. Kindly enclose copies of relevant orders /documents e.g. Transfer/Posting, Deputation, Training, Retirement, Study Leave/ CCL etc. order, if any.
2. Kindly strike off any information which is not relevant.
3. 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.
4. Any additional information which is relevant to generation of APAR may also be provided.

Self-Certification

Certified that the information provided above is true and correct to the best of my knowledge and belief.

Date:

Signature

Name:

Designation:

Staff No.:

Contact / Mobile No.:

e-mail Id: