

F. No. 35-02/2015-EW

Government of India

Ministry of Communications

Department of Telecommunications

Mahanager DoorSanchar Bhawan
JL Nehru marg,
New Delhi - 110001

Dated, the 15, June, 2017

OFFICE MEMORANDUM

The undersigned is directed to refer to this Department's OM No. 35-02/2015-EW dated 06.06.17 regarding introduction of on-line recording system of APARs (SPARROW) for Group "A" officers of (P&T - BWS) in DOT w.e.f. the reporting year 2016-17 onwards. It was requested therein to take necessary action for creation and generation of APARs by 15.6.2017 and to initiate further action by the stakeholders (individual officers/reporting/reviewing/accepting officers) so that the whole process of recording of APARs on SPARROW is completed within the time-schedule prescribed therein.

2. On assessment of progress made in this regard, it is observed that the process of creation of data and generation of APARs is not yet completed due to various factors, such as, non-availability of basic data of officers, non-creation of data at the end of the NIC, problems in setting up of workflows of officers, problems of e-signing etc.

3. The matter has been considered and it has been decided to extend the deadlines for submission of APARs on SPARROW as per the following revised time-schedule:-

Sl. No.	Activity	Date by which to be completed
(1)	Generation of APAR by the PAR Manager/Custodian (To be sent to individual officer)	15.7.2017
(2)	Submission of APAR by the individual officer after filling-in of the Self-Appraisal part (To be sent to Reporting Authority)	15.8.2017
(3)	Submission of APAR by the Reporting Authority after assessment (To be sent to Reviewing Authority)	15.9.2017
(4)	Submission of APAR by the Reviewing Authority after assessment (To be sent to CR for disclosure)	30.9.2017
(5)	Submission of APAR by CR for disclosure (To be sent to individual officer)	15.10.2017
(6)	Submission of APAR by individual officer either for closing or with representation (To be sent to CR)	30.10.2017
(7)	APAR to be finally closed by CR	15.11.2017

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[In case of representation]		
(8)	Submission of representation by CR as received from individual officer (To be sent to Reporting Authority for consideration)	15.11.2017
(9)	Submission of representation by Reporting officer after re-assessment/with comments (To be sent to Reviewing Authority for consideration)	30.11.2017
(10)	Submission of representation by Reviewing Authority after re-assessment/with comments (To be sent to Accepting/Competent Authority for decision)	15.12.2017
(11)	Submission of decision by Competent Authority (To be sent to CR for Disclosure)	30.12.2017
(12)	Submission of the decision by CR for disclosure (To be sent to individual officer)	30.12.2017
(13)	Submission by the individual officer (To be sent to CR for closure)	31.12.2017

4. On receipt of APAR from the Custodian, the officers concerned shall ensure that the self-appraisal is completed **by 15.8.2017** on the SPARROW system. If the officer concerned who has to submit self-appraisal by 15.8.2017 fails to do so, then the system does not allow for filling of self-appraisal thereafter. Similarly, the Reporting/Reviewing officers concerned shall also adhere to aforesaid time-schedule for completion of assessment of APAR of the officers under their control. It may be noted that NO further extension of time shall be allowed for completion of APAR on SPARROW for the reporting year 2016-17.


(Name & designation of the CCA)

- To
- (D. S. Parmar)
Director (Elect)
- (1) 1. All officers of P&T BWS, Gr 'A' - Electrical & Architecture by email
 - (2) 2. Sr. DDG (TEC), DoT, New Delhi
 3. GM (T&A), NTIPRIT, DoT
 4. All DDGs, TERM Cells, DoT
 5. CE(C), DoP, N Delhi wrt officers in DoP
 6. CE(BW), MTNL, Mumbai wrt Sh Naresh Kumar
 7. GM (HR), DMRC, New Delhi wrt officers of DoT
 8. Director (Corporate Affairs) JMRC, Jaipur wrt Sh S K Yadav
 9. Project Director, NCRMP, NDMA, N Delhi wrt Sh S S Jain
 10. Director, FIU-IND, DoR, New Delhi wrt Sh Chaitanya Shukla
 11. CE (Electrical), DDA, N Delhi, wrt Sh Awadhesh Kumar Singh, Sh Gajendra Yadav, Sh Tarun Bairathi
 12. Dy Director(Personnel), DERC, N Delhi wrt Sh Mukesh Wadhawa
 13. Under Secretary, General Administration, Govt of Bihar, Main Secretariat, Patna – 800015 wrt Sh Pankaj Kumar Singh
 14. Director (Civil), DoT HQ wrt Civil Wing
 15. Dir(EW) for uploading on DoT website