

File No. 71-12/2022-23/APAR      **Time Bound**  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated: - 16.03.2023

**Office Memorandum**

**Subject:- Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW Portal for all ITS Group 'A' and TES Group 'B' officers for the Reporting Year 2022-23-reg**

As per DOPT D.O No 21011/2/2015-Estt(A) Part dated 14.9.2022 no further request for submission of APAR in physical form will be entertained. Online recording of APAR through SPARROW Portal has already been introduced by DoT in respect of officers of ITS Group 'A' and TES Group 'B' Cadre.

2. It has been aimed at 100% APAR to be filled in online mode only i.e. through SPARROW portal . All officers are, therefore, requested to ensure that:-

- i. Their data is duly mapped in SPARROW portal and their SPARROW Account is fully functional at all times;
- ii. Their complete details in prescribed format (with all supporting documents/orders) are to be sent to respective 'Nodal officer/ PAR Custodian' in prescribed format i.e Annexure-I for generation of e-APAR for the reporting year 2022-23 **latest by 25-03-2023**. This is prerequisite for timely generation of e-APAR in SPARROW system.
- iii. All Nodal officers have to ensure timely generation of APAR.

3. Time schedule for generation and recording of APAR (enclosed as Annexure- II) is enclosed. It is requested to bring the same to the notice of all concerned for strict adherence to the prescribed timelines for writing of APAR to ensure that APAR process is completed in a time bound manner.

4. As per DoT OM of even number dated 23.1.2023, Reporting and reviewing officers will evaluate the performance of individual officer by completed course in IGOT platform.

5. It may please be noted that the Auto-force forwarding of APARs has been implemented for the APARs for ITS Group A and TES Group B from the year 2021-22 onwards vide DoT OM No 71-12/2021-22/APAR-Part(1) dated 28.3.2022. , i.e. the eAPARs will be automatically force forwarded to next stage if one particular stage is not completed in time bound manner.

6. It is reiterated that if no self-appraisal is received by the stipulated date, the reporting officer can proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time. Further any failure on the part of the Reporting/ Reviewing Officers to comply the time-schedule will be viewed seriously and in the absence of proper justification for such delay, the officers superior to the Reporting/ Reviewing Officers can issue a written warning for non performing public duty in completing the APARs and place the warning in the APAR dossier of the Reporting/Reviewing Officers concerned.

This issues with the approval of the Competent Authority.

Vinayak Chouksey  
Assistant Director (APAR)  
Tel No. 23036850

Enclosure: As Above

Signed by Vinayak  
Chouksey

Date: 16-03-2023 10:32:23

To,

1. All ITS Group 'A' and TES Group 'B' (AD/SDE/JTO)- For necessary action.
2. All Nodal officers of SPARROW- for n/a and compliance.
3. Director (IT)- For co-ordination with backend team of NIC for Auto-force forwarding of APARs as per time schedule.

Reference. Annexure-III to F. No. 21011/1/2005-Estt (A) (Pt-II) dated 23<sup>rd</sup> July, 2009

**Time Schedule for preparation / completion of APAR**

(Reporting Year 2022-23)

S. No.	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned officers.	31 <sup>st</sup> March, 2023
2	Submission of self-appraisal to Reporting Officer by Officer to be reported upon.	15 <sup>th</sup> April, 2023
3	Submission of report by Reporting Officer to Reviewing Officer.	30th June, 2023
4	Report to be completed by Reviewing Officer to be sent to Administration or CR Section or Accepting Authority, wherever provided.	31 <sup>st</sup> July, 2023
5	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August, 2023
6	(a) Disclosure to the Officer reported upon where there is no Accepting Authority	1 <sup>st</sup> September, 2023
	(b) Disclosure to the Officer reported upon where there is Accepting Authority	15 <sup>th</sup> September, 2023
7	Receipt of Representation, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representation to the Competent Authority	
	(a) Where there is no Accepting Authority	21 <sup>st</sup> September, 2023
	(b) Where there is Accepting Authority for APAR	06 <sup>th</sup> October, 2023
9	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation
10	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 <sup>th</sup> November, 2023
11	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November, 2023

D. Report for the year:

E. Period of Report (From &amp; To in DD/MM/YYYY):

F. eAPAR Part No. (If "Period of Report" is less than a year):

1	Name of the Officer				
2	Date of Birth (DD/MM/YYYY)				
2	SPARROW Employee Code (Refer item b of Instructions)				
3	Date of continuous appointment to present grade (Period concerned)	Date			
		Grade			
		Regular/NFU			
4	Date of continuous appointment to present post (Period concerned)	Date			
		Post i.e. Designation during period concerned			
5	<b>Reporting officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reporting officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
6	<b>Reviewing officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reviewing officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
	<b>Accepting officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is accepting officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
7	Period of absence from duty (on training, leave etc.) during the year. If he has undergone training. Specify complete details or NIL, as the case may be				
	Absence category	Period From	Period To	Type	Remarks

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

Signature:

Name:

Mobile No.:

**Annexure-I**

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

1	Name of the Officer				
2	Date of Birth (DD/MM/YYYY)				
2	SPARROW Employee Code (Refer item b of Instructions)				
3	Date of continuous appointment to present grade (Period concerned)	Date			
		Grade			
		Regular/NFU			
4	Date of continuous appointment to present post (Period concerned)	Date			
		Post i.e. Designation during period concerned			
5	<b>Reporting officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reporting officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee code			
6	<b>Reviewing officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reviewing officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee code			
7	Period of absence from duty (on training, leave etc.) during the year. If he has undergone training. Specify complete details or NIL, as the case may be				
	Absence category	Period From	Period To	Type	Remarks

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

Signature:  
Name:  
Mobile No.:

File No. 71-12/2021-22/APAR  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated 28.03.2022

**Office Memorandum**

**Subject: Auto-forwarding of APARs from the assessment year 2021-22**

This refers DoT OM No. 100-20/2017-STG-I dated 27.03.2017 (enclosed) regarding implementation of online recoding of Performance Appraisal Reports (PARs) for ITS officers vide which SPARROW was adopted for ITS Group 'A' officers from the year 2016-17 onwards and Manual/ instructions were issued to the individual Officers and Nodal Officers. SPARROW system has further been extended to TES Group 'B' officers from the year 2019-20 onwards.

2. Though the time-limit for completion of e-APAR cycle, i.e., 31<sup>st</sup> December of the assessment year in which the assessment year ends, is being followed in sacrosanct manner, the timelines laid down in General Guidelines for recording of APARs by the Reporting, Reviewing and Accepting authorities were not being adhered to strictly.

3. To ensure time-bound recording of APARs, provision for auto-forwarding of APARs from one stage to the next stage after the specified due date is, therefore, being introduced from the assessment year 2021-22 in SPARROW. Henceforth, APARs will automatically move forward from the account of Officer Reported upon (ORU) to the Reporting authority and thereafter to the next authority on the specified due date even if the APAR is not recorded/ reviewed/ accepted by the concerned authority.

4. Kind attention is also drawn to DoPT OM No. 35014/4/83-Estt.A dated 23rd Sept, 1985. It is reiterated that *any failure on the part of the Reporting/ Reviewing Officers to comply the time-schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the Reporting/ Reviewing Officers can issue a written warning for the delay in completing the APARs and place the warning in the APAR dossier of the Reporting/ Reviewing Officers concerned and if no self-appraisal is received by the stipulated date, the reporting officer can proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.*

5. All concerned are therefore requested to make a note regarding auto-forwarding of APARs from this assessment year i.e. 2021-22 onwards & ensure for writing/ reporting/ reviewing/ accepting as per the timelines (enclosed) or specified from time to time.

*Mukesh Meena*  
*28/3/22*

(Mukesh Meena)  
Director (Staff-III)

Enclosure: As Above.

To

1. All ITS Group A and TES Group B officers for compliance
2. All Nodal officers of SPARROW for necessary action
3. Director (IT-II), DoT HQ - For Coordinating with NIC backend team for activating auto-forwarding feature in e-SPARROW system for ITS Group 'A' and TES Group 'B' officers from the year 2021-22 onwards.

Copy to:

1. PPS to Hon'ble MoC/ Hon'ble MoSC;
2. PPS to Secretary (T);
3. Member (S)/ Member (T)/ Member (F)/ DG Telecom;
4. Advisor (O)/ Advisor (T)/ Advisor (F)/ AS (T)/ Admn (USOF);
5. CMD BSNL/ MTNL/ BBNL/ TCIL;
6. CVO, DoT HQs;
7. All Heads of LSAs;
8. DG (NTIPRIT)/ Sr DDG (TEC)/ Sr DDG (NCCS)/ SrDDG (SU);
9. JS(T)/ JS(A)/ All DDsG, DoT HQs
10. US (SNG), DoT HQs

*Hitesh*  
*28/3/2022*  
Hitesh  
ADG (APAR)

File No. 71-12/2022-23/APAR  
 Government of India  
 Ministry of Communications  
 Department of Telecommunications  
 Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated 23.1.2023

Office Memorandum

**Subject: Inclusion of assessment parameters of iGOT courses undertaken by officers of DoT, in APAR from 2023-24 onwards**

Reference: (i)NTIPRIT OM no 1-85/2022-NTI.Admn./MKY dated 3.1.2023  
 (ii) Training division letter no 53-1/2022-MK-Trg dated 8.12.2022

The undersigned is directed to refer to the National Telecommunications Institute for policy research, innovation and Training (NTIPRIT) OM No 1-85/2022-NTI.Admn./MKY dated 3.1.2023 and training division letter no 53-1/2022-MK-Trg dated 8.12.2022 on the subject cited above and to say that as per directions of NTIPRIT that every individual officer (ITS Group A and TES Group B) must register himself on iGoT portal and enroll himself for relevant courses of his choice and interest available on iGoT portal. Secretary (Telecom) in review meeting of Mission Karmayogi (MKY), has desired that every officer must complete minimum of two courses available on iGOT, before 31st Jan 2023.

2 Mission Karmayogi - National Program for Civil Services Capacity building, aims to create a "citizen - centric, future - ready civil service, with right attitude, skills and knowledge aligned to the vision of New India". Backbone of Mission Karmayogi i.e. iGoT portal, is an integrated Government online training and learning platform developed under Mission Karmayogi with an objective of building the capacity of Civil Servants not only to perform there day to day functions more efficiently but also to adopt to the changing requirement of the modern era Technology, challenges and citizen centricity.

3 . All ITS Group A and TES Group B officers are hereby directed to enroll for the iGoT portal and complete minimum of two courses available on iGOT, before 31st Jan 2023. Further, all officers must comply the instructions issued time to time by NTIPRIT without fail. Further, it may please be noted that APAR of 2023-24 would be evaluated on the basis of assessment of their performance in iGoT training modules. Undertaking MKY courses and active participation in immersion program etc., may be made one of the work items to be reviewed/reported upon by the reporting officer in the APAR. The concerned reporting officers may lay down target for completion of mandatory courses for their team members for the year 2022-23 and 2023-24 based on the Annual Capacity Building Plan(ACBP) being prepared.

(Hitesh)  
 ADG (STG-III)

Enclosure: As Above.

To

1. All ITS Group A and TES Group B officers,
2. All Nodal officers of SPARROW,
3. DDG (Training)-For information and necessary action please.
4. Director (IT-II), DoT HQ - For Coordinating with NIC backend team for creation of instances in SPARROW portal for iGoT training modules assessment.

Copy to:



I/3081058/2023

I/3081058/2023

1. PPS to Hon'ble MoC/ Hon'ble MoSC;
2. PPS to Secretary (T);
3. Member (S)/ Member (T)/ Member (F)/ DG Telecom;
4. Advisor (O)/ Advisor (T)/ Advisor (F)/ AS (T)/ Admn (USOF);
5. CMD BSNL/ MTNL/ BBNL/ TCIL;
6. CVO, DoT HQs;
7. All Heads of LSAs;
8. DG (NTIPRIT)/ Sr DDG (TEC)/ Sr. DDG (NCCS);
9. JS(T)/ JS(A)/ All DDsG, DoT HQs
10. US (SNG), DoT HQs

## Roles and responsibilities of Nodal officers of SPARROW

SN	Nodal officer of SPARROW (Sh./Ms.)	Officer(s) Organization in SPARROW	Remarks
1	Deepak Agrawal	BHARAT SANCHAR NIGAM LIMITED	APAR related work of ITS and TES Officers posted in Delhi NCR in BSNL
2	Y Sreenivasa Rao	DOT_ITS_AP	APAR related work of ITS and TES Officers posted in AP and Telangana including BSNL, Deputation etc.
3	Deo Shankar	DOT_ITS_AS	APAR related work of ITS and TES Officers posted in Assam including BSNL, Deputation etc.
4	Krishna Kant Sinha	DOT_ITS_BR	APAR related work of ITS and TES Officers posted in Bihar, Jharkhand including BSNL, Deputation etc.
5	Vinayak Chouksey	DOT_ITS_DEP	APAR related work of ITS and TES Officers posted in central deputation in Delhi NCR
6	Shashank Kumar Namdeo	DOT_ITS_DGTHQ	APAR related work of ITS and TES Officers posted in DGT HQ
7	Mohd Zakir Hussain	DOT_ITS_DL	APAR related work of ITS and TES Officers posted in Delhi including TCIL, BBNL etc.
8	Vivek Krishna Verma	DOT_ITS_DOTHQ	APAR related work of ITS and TES Officers posted in DoT HQ and on training etc.
9	Khot Bipin Ramesh	DOT_ITS_GJ	APAR related work of ITS and TES Officers posted in Gujarat including BSNL, Deputation etc.
10	Ravi Chhawal	DOT_ITS_HP	APAR related work of ITS and TES Officers posted in HP including BSNL, Deputation etc.
11	Rajiv Kumar	DOT_ITS_HR	APAR related work of ITS and TES Officers posted in Haryana including BSNL, Deputation etc.
12	Musaphir Ram	DOT_ITS_JK	APAR related work of ITS and TES Officers posted in JK, Ladakh including BSNL, Deputation etc.
13	Suhas R. Devasthali	DOT_ITS_KA	APAR related work of ITS and TES Officers posted in Karnataka including BSNL, Deputation etc.
14	Hemant S Borale	DOT_ITS_KL	APAR related work of ITS and TES Officers posted in Kerala including BSNL, Deputation etc.
15	Mahendra Kumar Jain	DOT_ITS_MB	APAR related work of ITS and TES Officers posted in Mumbai including BSNL, Deputation etc.
16	Vinay V Jambhali	DOT_ITS_MH	APAR related work of ITS and TES Officers posted in Maharashtra including BSNL, Deputation etc.
17	Manish Rathore	DOT_ITS_MP	APAR related work of ITS and TES Officers posted in Madhya Pradesh, Chattisgarh including BSNL, Deputation etc.
18	Yogendra Singh Sisodia	DOT_ITS_NE	APAR related work of ITS and TES Officers posted in North East including BSNL, Deputation etc.
19	Dharmendra Yadav	DOT_ITS_NTI	APAR related work of ITS and TES Officers posted in NTIPRIT and ALTTC.
20	Karma Lakra	DOT_ITS_OD	APAR related work of ITS and TES Officers posted in Odisha including BSNL, Deputation etc.
21	Puneet Kumar Rajput	DOT_ITS_PB	APAR related work of ITS and TES Officers posted in Punjab including BSNL, Deputation etc.
22	Kailash Chandra	DOT_ITS_RJ	APAR related work of ITS and TES Officers posted in Rajasthan including BSNL, Deputation etc.
23	Harsh Sharma	DOT_ITS_TEC	APAR related work of ITS and TES Officers posted in TEC
24	Momidi Venaiah	DOT_ITS_TN	APAR related work of ITS and TES Officers posted in Tamil Nadu including BSNL, Deputation etc.
25	Beerendra Kumar Maurya	DOT_ITS_UPE	APAR related work of ITS and TES Officers posted in UP East including BSNL, Deputation etc.
26	Shashi Kumar	DOT_ITS_UPW	APAR related work of ITS and TES Officers posted in UP West including BSNL, Deputation etc.
27	Sudipta Acharjee	DOT_ITS_WB	APAR related work of ITS and TES Officers posted in West Bengal, A&N and Sikkim including BSNL, Deputation etc.
28	Jayant Kumar	MTNL	APAR related work of ITS and TES Officers posted in MTNL