

Dated: 19.03.2021

OFFICE MEMORANDUM

**Subject: Generation of E-APAR in SPARROW System for IP&TAFS Group 'A' officers for the year 2020-21-Reg.**

As per the directions of DoPT, the APARs of all the IP&TAFS Group 'A' officers are to be reported online through SPARROW system. Accordingly, for generation of E-APAR by the PAR custodians and further adhering the timeline given below, you all are requested to send Annexure-1 (**copy enclosed**) to respective PAR custodian by **25.03.2021 positively only through e-mail.**

2. Nodal Officer / PAR Custodians for officers posted in: -

S No.	Place of Posting	Nodal Officer / PAR Custodians
1.	DoT/CCA/CGCA/Deputation/ NICF/Probationers	Smt. Swati Shahi, Director (SEA) <a href="mailto:fin.sparrow.dot@gov.in">fin.sparrow.dot@gov.in</a>
2.	Postal Department (DoP HQ/GM PAOs/DAPs)	Smt. Minakshi Verma, Director <a href="mailto:minakshi.verma@nic.in">minakshi.verma@nic.in</a>

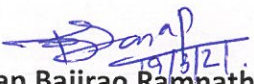
3. It is also to be intimated that, it is the responsibility of the officers to ensure that they fill the self-appraisal form in SPARROW system before the last date i.e. 15.04.2021 (**schedule enclosed**) and for this generation of E-APAR in the system is prerequisite.

4. It may be noted that if the period of Reporting is less than a year due to change of Reporting officer the details may be provided in a separate form for each part of reporting.

5. 100% submission of APAR by all IPTAFS Gr. 'A' officers through SPARROW portal should be ensured, accordingly no manual/hard copy APAR shall be acceptable except certain circumstances/exemptions as prescribed by DoPT.

6. Moreover, the extended last date for submission of summary of Medical Report by Gr. 'A' officers of age 40 years and above for the year 2020-21 is up to 30.06.2021. (**O.M. enclosed**)

Encl: As Above.

  
(Sanap Bajirao Ramnath)  
Director (SEA)

Copy for information and necessary action:

1. PPS to Member (F), DoT HQ
2. PSO to Advisor (F), DoT HQ
3. The CGCA/Jt. CGCA/Addl. CGCAs, Ghitorni, New Delhi

(cont....)

4. DG NICF, Ghitorni, New Delhi
5. Sr. DDG (PAF), DoP HQ with the request to co-ordinate in r/o Gr. 'A' officers posted in Dept. of Post and circulate this circular among them.
6. All Sr. DDG/ DDG Accounts & Finance Side DoT HQ
7. All Pr. CCA/CCA's/ GM (F)/ DAP's
8. Addl. Administrator, USOF.
9. All IP&TAFS Gr. 'A' officers (**Notice Board DoT website and E-Office**)
10. US (SEA II) for uploading on the DoT Website & E-Office.
11. Guard File/Spare

**Details to be provided by IP&TAFS Officer to their Nodal officers for generation of PAR for the year 2020-21 (along with relevant documents such as transfer/posting, EOL/Study Leave, retirement etc. order, if any**

**\* Please submit the details of each part in separate form (Normal Period is 01.04.20 to 31.03.21)**

A. Report for the Year: 2020-21

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 (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			
7	Reviewing Officer 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			
8	Period of absence from duty (on training, leave, 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
	Leave				
	Leave				

Leaves (EL/CCL/COML/Study Leave/Training) taken during the year 2020-21

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

Date:

Signature

Name:

Designation:

Staff No.:

Office Contact No & Mobile.:

Email Id:

**Note: Kindly forward the Annexure 1 in PDF Format (less than 3MB) duly filled in all respect through Email only to your respective PAR custodians on or before 25.03.2021.**



**Time Schedule for preparation/completion of APAR (2020-21)**

<b>S No.</b>	<b>Activity</b>	<b>Last Date of Completion</b>
1.	Distribution of blank APAR forms to all concerned officers.	31 <sup>st</sup> March, 2021
2.	Submission of self-appraisal to reporting officer by officer to be reported upon.	15 <sup>th</sup> April, 2021
3.	Submission of report by reporting officer to reviewing officer.	30 <sup>th</sup> June, 2021
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, 2021
5.	Appraisal by Accepting Authority, wherever provided.	31 <sup>st</sup> August, 2021
6.	(a) Disclosure to the officer reported upon where there is no Accepting Authority. (b) Disclosure to the officer reported upon where there is no Accepting Authority.	1 <sup>st</sup> September, 2021 15 <sup>th</sup> September, 2021
7.	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 for APAR. (b) where there is Accepting Authority for APAR.	21 <sup>st</sup> September, 2021 06 <sup>th</sup> October, 2021
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, 2021
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November, 2021

No.21011/01/2009-Estt.(A)-Part  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
March 11, 2021

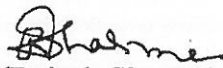
**OFFICE MEMORANDUM**

**Subject: Extension of timelines for submission of summary of the Medical Report in respect of Group 'A' officers of Central Civil Services for the year 2020-2021 - reg.**

The undersigned is directed to say that this Department *vide* OM No.21011/1/2009-Estt.(A)-Part dated 01.02.2012 introduced the scheme of Annual Medical Examination for the Group 'A' officers of Central Civil Services of age 40 years and above. As per the said OM, the officer concerned is required to attach a summary of the Medical Report with his/her APAR.

2. In view of the prevailing situation, it has been decided with approval of the competent authority to extend the last date for submission of summary of Medical Report by Group 'A' officers of Central Civil Services for the year 2020-2021 upto 30th June, 2021.

3. However, timelines for recording and completion of APAR for the year 2020- 2021, as laid down in this Department's OM No. 21011/01/2005-Estt(A)(Pt.II) dated 23rd July, 2009, remain unchanged.

  
(Rajesh Sharma)  
Under Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India

Copy to:

1. EO Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT website.