

No. 100-20/2017-STG-I
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, New Delhi-110001

Dated the 12th March, 2021

OFFICE MEMORANDUM

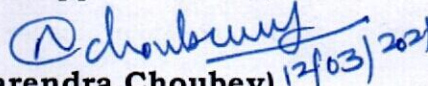
Subject: Creation of e-APAR/part of e-APAR in the SPARROW system in ITS Group A and TES Group B for the year 2020-21- Regarding.

Online recording of APAR through SPARROW Portal has been introduced by DoT in respect of officers of ITS and TES Group B Cadre. In this system, the creation of eAPAR form requires details of the Officer Reported Upon, his/her Reporting Authority and his/her Reviewing Authority. Therefore, all the officers of ITS and TES Group B Cadres are requested to provide their complete details/information along with their Reporting and Reviewing authority in the prescribed format (enclosed as Annexure- A) for the creation of their e-APAR for the year 2020-21 in SPARROW system to their respective nodal officer immediately.

2. It is also to be intimated that, it is the responsibility of the officer to ensure that they fill the self-appraisal form in SPARROW system before the last date i.e. 15.04.2021 (Schedule enclosed as Annexure-B) and for this generation of e-APAR in the system is prerequisite.

3. 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.

4. All ITS Group A and TES Group B officers are requested to fill the APAR through SPARROW Portal. It is suggested that all the officers must login in their SPARROW account within five days from submitting the duly filled/verified form and check whether they are able to fill self-appraisal form, in case of any difficulty, kindly contact the under-signed.


(Narendra Choubey) 12/03/2021
ADG (Staff)
Tel No. 23036850

To,

All ITS Group 'A' & TES Group 'B' (AD/SDE/JTO) officers

Annexure-A

**Details to be provided by the ITS/GCS-DOT officers to their PAR Custodian /PAR
Manager for generation of PAR**

- 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	Reporting officer during the period of Report(as defined in his/her eAPAR SPARROW system if he/she is part of any eAPARSPARROW system)	Is reporting officer part of any SPARRROW system of Gol (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee code			
6	Reviewing officer during the period of Report(as defined in his/her eAPAR SPARROW system if he/she is part of any eAPARSPARROW system)	Is reviewing officer part of any SPARRROW system of Gol (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		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:

Mobile No.:

Annexure-BTime Schedule for preparation/completion of APAR
(Reporting year- Financial Year)

S.No.	Activity	Date by which to be Completed
1	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and reporting officers where self-appraisal is not to be given)	31 st March (This may be completed even a week earlier).
2	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3	Submission of report by reporting officer to reviewing officer	30 th June
4	Report to be completed by 31 st July Reviewing Officer and to be sent to Administration Section/Cell or CR accepting authority, wherever provided.	31 st July
5	Appraisal by accepting authority, wherever provided	31 st August
6	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is accepting authority for APAR	21 st September 06 th October
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 th November
11	End of entire APAR process, after which the APAR will be finally taken on record	30 th November