

100-20/2017-STG-I
Government of India
Ministry of Communications
Department of Telecommunications

Dated 20th November, 2018

OFFICE MEMORANDUM

Subject: Instructions regarding online APAR system i.e. SPARROW

The SPARROW system for online recording of APAR has been implemented in DoT for all ITS Group 'A' officers with effect from FY 2016-17. It has been observed that despite of repeated instructions for adhering to SPARROW system only, a few cases of offline mode of recording of APAR have come into notice.

2. In this context, it is reiterated that only online recording of APAR shall be accepted in respect of ITS Group 'A' officers. If under some circumstances, it is not possible to submit self appraisal through SPARROW, then a prior written exemption be taken from the Cadre Controlling Authority of ITS Group 'A' service.

3. Further, vide this office O.M. of even No. dated 10.09.2018, it has already been intimated that the online APAR facility will be extended to Assistant Directors (ADs) and Junior Telecom Officers (JTOs) i.e. Group B officers of DoT w.e.f 01.04.2019. All PAR Custodians are, accordingly, requested to provide the required data in the prescribed format (18-point) as attached in Annexure-1 to adgstaff-dot@gov.in latest by 14th December, 2018.

4. Moreover, for smooth functioning of recording of APARs in case of transfer of officer from one unit/organization to another, PAR Custodians are requested to ensure the following activities immediately after relieving of the officer concerned, preferably by close of the officer hour on the same day:

- (a) Generate APAR of the relieved officer for the period concerned
- (b) Transfer SPARROW account of the relieved officer to new unit/organization and intimate the same to the Officer concerned.

Lavi Gupta
22/11/18

(Lavi Gupta)
ADG (Staff)

To

1. All ITS Group 'A' officers.
2. All PAR/Alternate PAR custodians

Copy to:

1. DG(T)
2. All Advisors, DoT HQs/LSAs
3. All Sr. DDGs DoT HQs/TEC/LSAs

Annexure-1

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---------------|------------------------------------|-------------|-------------------|---------|---------------|---------------------|------------------|----------------|
| S.No | Employee Code | Appellation | Official Name | Gender | Father's Name | Date of Birth | Nationality | Religion |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Aadhar Number | NIC Email ID e.g. abc@nic.in | Mobile No | Organisation Name | Service | Designation | Type of Appointment | Appointment Date | Allotment Year |