

F. No. CS & Protocol/SPARROW/2021  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20 Ashoka Road, New Delhi-110 001

Dated: 14 .11.2022

**OFFICE MEMORANDUM**

**Sub. Details of Training to be provided in Annual Performance Appraisal Reports (e-APARs) of IP&TAFS Group 'A' – reg.**

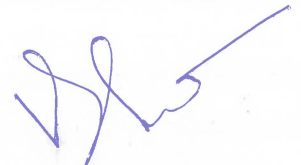
The Government has taken an initiative for capacity building / developing the potentials and competency of officers through 'iGOT-Karmayogi' platform enabling them to deliver more effectively in present days challenging environment.

2. The Annual Performance Appraisal Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of an officer and for his /her further promotions / career advancements. The Competent Authority has desired that all aspects of development / capacity building of an officer must reflect in his/her Performance Appraisal Report for future references and trainings.

3. Accordingly, all Officers Reported Upon (ORU) are requested to intimate details of all offline and online trainings including trainings on 'iGOT' platform during the relevant year in the Annexure-I to be included in the 'Personal Data' at the time of generation of the e-APAR.

4. All Reporting Officers are also requested to take cognizance of such trainings while reporting and recording recommendations for further trainings in the column meant for 'Training' in e-APAR.

5. It is requested to bring the above instructions to the notice of all concerned for compliance of above instructions. This issues with the approval of Competent Authority.



(V. S. Arvind)  
Director (SEA)

Phone No. 011-23036059

Copy to:-

1. Sr. PPS to Member (Finance), DCC, DoT HQ New Delhi.
2. PSO to Advisor (Finance), DoT HQ New Delhi.
3. CGCA, DoT, NICF Campus, Ghitorni, New Delhi
4. DG, NICF, Ghitorni, New Delhi.
5. Sr. DDG (PAF), DoP HQ New Delhi.
6. All IP&TAFS Group 'A' Officers.
7. U.S. (SEA) for uploading the O.M. on DoT Website.
8. Office copy.