

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

Dated 29th June, 2020

OFFICE MEMORANDUM

Subject: Extension of timeline for recording of e-APAR schedule for ITS Group A and TES Group B officers for the year 2019-20.

The undersigned is directed to refer DoPT OM No. 21011/1/2005-Estt (A) (Pt-II) dated 11th June 2020 in respect of preparation and maintenance of APARs. Time-schedule for online filing of APAR through SPARROW system in respect of Group "A" officers of Indian Telecom Service (ITS) and Telecom Engineering Service (TES) Group "B" in the Department of Telecommunications is indicated below:

S. No.	Activity	Date by which activity to be completed.
1	Distribution of blank forms/ online generation of APAR	31st July 2020 or earlier
2.	Submission of Self- appraisal to reporting officer	31st August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30th September 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15th November, 2020
5.	Appraisal by Accepting Authority, wherever provided	31st December, 2020
6	1. Disclosure of APAR to the officer reported upon where there is no Accepting authority. 2. Disclosure of APAR to the officer reported upon where there is Accepting authority	31st December, 2020 15th January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
8	Forwarding of representation to the competent authority 1. Where there is no accepting authority 2. Where there is accepting authority	31st January, 2021 15th February, 2021
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which APAR will be finally taken on record	31 st March, 2021

2. The extended timeline specified above shall also apply to the Reporting/Reviewing/Accepting authority who have demitted the office or retired from the office on or after 29.02.2020. They are allowed to record their remarks till the respective extended cut-off dates.

3. All the officers of the ITS Group 'A' and TES Group 'B' cadre are requested to adhere to the above timeline scrupulously.



Lavi Gupta
ADG (Staff)

All ITS Group 'A' Officers/ TES Group 'B' officers