

File No. 71-12/2021-22/APAR-Part(1)  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

**Time Bound**

Dated: - 28.03.2022

**Office Memorandum**

**Subject:- Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW Portal for all ITS Group 'A' and TES Group 'B' officers for the Reporting Year 2021-22-reg**

Online recording of APAR through SPARROW Portal has been introduced by DoT in respect of officers of ITS Group 'A' and TES Group 'B' Cadre. In this system, the creation of e-APAR form requires details of the Officer Reported Upon, his/her Reporting Authority and his/her Reviewing Authority. Therefore, all the officers of ITS Group 'A' and TES Group 'B' are requested to provide their complete details/information along with their Reporting and Reviewing authority in the prescribed format (enclosed as Annexure- I) for the creation of their e-APAR for the year 2021-22 in SPARROW system to their respective nodal officer immediately.

2. It has been aimed at 100% APAR to filled in online mode only i.e. through SPARROW portal except for the officers posted in Cabinet Secretariat. All officers are, therefore, requested to ensure that:-

i. Their data is duly mapped in SPARROW portal and their SPARROW Account is fully functional at all times;

ii. Their complete details in prescribed format (with all supporting documents/orders) are sent to respective 'Nodal officer/ PAR Custodian' in prescribed format i.e Annexure-II for generation of e-APAR for the reporting year 2021-22 latest by 31-03-2022. This is prerequisite for timely generation of e-APAR in SPARROW system.

3. Time schedule for generation and recording of APAR (enclosed as Annexure- I) is enclosed. It is requested to bring the same to the notice of all concerned for strict adherence to the prescribed timelines for writing of APAR to ensure that APAR process is completed in a time bound manner.

*Hitesh*  
*28/3/2022*

Hitesh

ADG (APAR)

Tel No. 23036850

To,

1. All ITS Group 'A' and TES Group 'B' (AD/SDE/JTO)- For necessary action.
2. All Nodal officers of SPARROW- For ensuring 100 percent filling of APARs on SPARROW portal.

## Time Schedule for preparation / completion of APAR

(Reporting Year 2021-2022)

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned officers.	31 <sup>st</sup> March, 2022
2.	Submission of self-appraisal to reporting officer by officer to be reported upon.	15 <sup>th</sup> April, 2022
3.	Submission of report by reporting officer to reviewing officer.	30 <sup>th</sup> June, 2022
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, 2022
5.	Appraisal by Accepting Authority, wherever provided.	31 <sup>st</sup> August, 2022
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.	1 <sup>st</sup> September, 2022 15 <sup>th</sup> September, 2022
7.	Receipt of 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, 2022 06 <sup>th</sup> October, 2022
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, 2022
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November, 2022

**Annexure-II**

- 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	<b>Reporting officer</b> 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			
6	<b>Reviewing officer</b> 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			
7	<b>Accepting officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system) (For ITS Officers posted as CVO only)	Is accepting 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 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:  
 Name:  
 Mobile No.: