Time Bound

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

Dated: - 06.04.2022

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.

Please refer to the OM of even number dated 28.03.2022(enclosed) regarding Online recording of APAR through SPARROW Portal, vide which all the ITS Group 'A' and TES Group 'B' officers were requested to provide their complete details/information along with their Reporting and Reviewing authority in the prescribed format (enclosed as Annexure- II) for the creation of their e-APAR for the year 2021-22 in SPARROW system to their respective nodal officer immediately.

2. However, APARs for the officers (listed as Annexure-I) has not been **created/only part period of APARs is created** till date. All the officers are once again requested to kindly pay attention and provide their details as per prescribed format (enclosed as Annexure- II) to their concerned nodal officer without further delay for timely filling of APAR for the entire period for the year 2021-22.

3. Further, kind attention is also drawn towards OM of even number dated 28.3.2022(enclosed) according to which Auto forwarding of APARs will take place after the due date from this year. Thus, all the Officers Reported Upon (ORU) and concerned Nodal Officers are requested to adhere the timelines of PAR generation/filling of Self-Appraisal. The Officers whose basic information is not submitted to the nodal officers, nodal officers must generate their APAR by 7.4.2022 themselves.

Mukesh Meena Mukesh Meena Director (Staff-III)

Enclosure: As Above

To:

1. All ITS Group 'A' and TES Group 'B' (AD/SDE/JTO) -through DoT Website.

2. All Nodal officers of SPARROW- for ensuring 100% compliance by 7.4.2022.

Copy to:

- 1. PPS to Hon'ble MoC/ Hon'ble MoSC;
- 2. PPS to Secretary (T);
- 3. Member (S) / Member (T) / Member (F) / DG Telecom;
- Advisor (O) / Advisor (T) / Advisor (F) / AS (T) / Admn (USOF);
- CMD BSNL/ MTNL/ BBNL/ TCIL;
- 6. CVO, DoT HQs;
- 7. All Heads of LSAs;
- DG (NTIPRIT)/ Sr DDG (TEC)/ SrDDG (NCCS)/ SrDDG (SU);
- 9. JS(T)/JS(A)/All DDsG, DoT HQs
- 10. US (SNG), DoT HQs

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

Dated 28.03.2022

Office Memorandum

Subject: Auto-forwarding of APARs from the assessment year 2021-22

This refers DoT OM No. 100-20/2017-STG-I dated 27.03.2017 (enclosed) regarding implementation of online recoding of Performance Appraisal Reports (PARs) for ITS officers vide which SPARROW was adopted for ITS Group 'A' officers from the year 2016-17 onwards and Manual/ instructions were issued to the individual Officers and Nodal Officers. SPARROW system has further been extended to TES Group 'B' officers from the year 2019-20 onwards.

2. Though the time-limit for completion of e-APAR cycle, i.e., 31st December of the assessment year in which the assessment year ends, is being followed in sacrosanct manner, the timelines laid down in General Guidelines for recording of APARs by the Reporting, Reviewing and Accepting authorities were not being adhered to strictly.

3. To ensure time-bound recording of APARs, provision for <u>auto-forwarding</u> of APARs from one stage to the next stage after the specified due date is, therefore, being introduced from the assessment year 2021-22 in SPARROW. Henceforth, APARs will automatically move forward from the account of Officer Reported upon (ORU) to the Reporting authority and thereafter to the next authority on the specified due date even if the APAR is not recorded/ reviewed/ accepted by the concerned authority.

4. Kind attention is also drawn to DoPT OM No. 35014/4/83-Estt.A dated 23rd Sept, 1985. It is reiterated that any failure on the part of the Reporting/ Reviewing Officers to comply the time-schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the Reporting/ Reviewing Officers can issue a written warning for the delay in completing the APARs and place the warning in the APAR dossier of the Reporting/Reviewing Officers concerned and if no self-appraisal is received by the stipulated date, the reporting officer can proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

5. All concerned are therefore requested to make a note regarding auto-forwarding of APARs from this assessment year i.e. 2021-22 onwards & ensure for writing/ reporting/ reviewing/ accepting as per the timelines (enclosed) or specified from time to time.

Mukesh Meena 2813122

(Mukesh Meena) Director (Staff-III)

Enclosure: As Above.

1. All ITS Group A and TES Group B officers for compliance

2. All Nodal officers of SPARROW for necessary action

3. Director (IT-II), DoT HQ - For Coordinating with NIC backend team for activating auto-forwarding feature in e-SPARROW system for ITS Group 'A' and TES Group 'B' officers from the year 2021-22 onwards.

Copy to:

- 1. PPS to Hon'ble MoC/ Hon'ble MoSC;
- 2. PPS to Secretary (T);
- 3. Member (S) / Member (T) / Member (F) / DG Telecom;
- 4. Advisor (O) / Advisor (T) / Advisor (F) / AS (T) / Admn (USOF);
- 5. CMD BSNL/ MTNL/ BBNL/ TCIL;
- 6. CVO, DoT HQs;
- 7. All Heads of LSAs;
- 8. DG (NTIPRIT) / Sr DDG (TEC) / Sr DDG (NCCS) / SrDDG (SU);
- 9. JS(T)/JS(A)/All DDsG, DoT HQs
- 10. US (SNG), DoT HQs

28/3/2022 ADG (APAR)

То

Time Bound

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

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.

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.

Annexure - I

Time Schedule for preparation / completion of APAR

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned officers.	31 st March, 2022
2.	Submission of self-appraisal to reporting officer by officer to be reported upon.	15 th April, 2022
3.	Submission of report by reporting officer to reviewing officer.	30 th June, 2022
4.	Report to be completed by Reviewing Officer & to be sent to Administration or CR section or Accepting Authority, wherever provided.	31 st July, 2022
5.	Appraisal by Accepting Authority, wherever provided.	31 st 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 st September, 2022 15 th 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 st September, 2022 06 th 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 th November,2022
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November, 2022

(Reporting Year 2021-2022)

- 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):

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Self Certification: Certified that the information provided above is true and correct to the best of my knowledge.

Signature: Name: Mobile No.:

	List of ITS (Annexure- Group A Officers whose PAR is not created as on 6.4.2022
SN	Staff No	Name (S/Shri/Ms)
1	20484	KAPIL RASTOGI
2	21109	ANU SHRIVASTAVA
3	21097	G SURESH REDDY
4	21193	RAMA KRISHNA MAJETY
5	8654	ASHOK KUMAR ANGURAL
6	21246	AMIT KUMAR CHAUHAN
7	21071	OM PRAKASH KANAUJIA
8	20744	JAYAN KUMAR SAO
9	8315	TARUN KUMAR
10	21347	MUPPURI RAJ ANUP
11	8565	RAMESH KUMAR GOYAL
12	8603	KAUSAR KHAN
13	20135	DEVANAND SAHAY
14	21434	NITIKA
15	21033	YOGESH SHIRIVASTAVA
16	20860	HEMANT RATHWE
17	20899	K V SURESH BABU
18	20976	ADITYA SINGH
19	20651	PANKAJ GUPTA
20	20456	SALIL KUMAR
21	8437	RAVI.G.R.
22	8547	C P SAMANT
23	20946	GOPI CHAND TOLWANI
24	20843	RAKESH SHRIVASTAVA
25	20807	SUNIL GAUTAM
26	21168	M V RAMANAIAH
27	20938	SAROJ KUMAR SINGH
28	21402	VISLAVATH ARUNKUMAR
29	106082	A G BIDBAG
30	20804	MANOJ KUMAR SONI
31	8641	DAILY GIRI
32	20217	MANISH SHUKLA
33	21250	ARUN KUMAR YADAV
34	21100	RAHUL SINGH
35	20597	ARUN PATI TRIPATHI
36	8326	VINOD P.ABRAHAM
37	20151	VIZO K D
38	21026	Gajendra Singh
39	20952	VIJAY KUMAR LILHARE
40	112358	RAJIVLOCHAN SURESHANAND MADHWAL
41	20485	SHAIK MUJIB PASHA
42	21105	SANJAY KUMAR
43	8566	ARUN KUMAR CHAUBEY
44	8567	ANAND KHARE
45	20773	ANSHUMAN GUPTA
46	8569	MOHD. WASEEM KAZMI
47	21186	ASHISH KUMAR SANGHI

		Annexure-I
L	ist of ITS (Group A Officers whose PAR is not created as on 6.4.2022
SN	Staff No	Name (S/Shri/Ms)
48	20276	NARENDRA K KHOKHAR
49	20516	MUKESH MANDAL
50	20379	RAMESH KR. SIDDHARTHA
51	21153	RAM CHANDRA
52	20499	KAMLESH L TAYADE
53	21298	KUDUPUDI RAM MANOHAR
54	110032	VASAVE B.J.
55	20729	FATEH SINGH
56	21018	DINESH KUMAR GARG
57	8143	HARWESH BHATIYA
58	20187	VINOD CHANDRAN P
59	20285	MAHENDRA SINGH
60	21159	RAJVINDER SINGH
61	21053	G V MANOJ KUMAR
62	20939	PRAMOD KUMAR PANDA
63	21174	SRINIVASA RAO A
64	20063	BABU RAM
65	20803	PRABHANSH YADAV
66	21155	MD. SHAHKAR BARI
67	20584	SEEMA TIWARI
68	21209	GULAB CHAND JEENGAR
69	8325	RITU RANJAN MITTAR
70	20841	Y SREENIVASA RAO
71	9694	T. ANILA KIRAN
72	21315	PATANJALI PRAKASH
73	20578	D R RAJESHWARI
74	20289	PERNATI KONDAIAH
75	20192	MANISH KUMAR
76	21027	ARUN KUMAR
77	20424	PRADIP SINGH JADON
78	21094	M ARVIND KUMAR
79	20790	Anil Kumar Gehlot
80	21240	AMIT RASTOGI
81	20965	SHANKER LAL MEENA
82	21386	GOTIPAMUL DINESH JANARDAN
83	20741	NEETESH KUMAR SRIVASTAVA
84	107369	PANKAJ KUMAR
85	20553	ASHOK MAHESHWARI
86	20312	PALLAVI TANDON
87	20617	K NAVEEN KUMAR
88	20395	P.LAKSHMI YASHODHARA
89	20463	NEELIMA R. PHILLIPS
90	21140	RAM RAJ YADAVA
91	20794	AMIN AHMED TAZIR
92	9698	J RAVICHANDRA
93	111043	BALWANT RAI
94	20497	J P PRAJAPATI

		Annexure-I
L		Group A Officers whose PAR is not created as on 6.4.2022
SN	Staff No	Name (S/Shri/Ms)
95	8444	NARESH KUMAR GOEL
96	20983	SHAMPA PAUL
97	20367	RAJINDER KUMAR MILAN
98	109906	SUSHIL NAGESIA
99	20984	LALIT YADAV
100	20281	JODHEY LAL
101	20719	RAMESH CHAND
102	20509	SHYAM SINGH
103	20730	AMAR SINGH MEENA
104	20533	L SREENU
105	20115	ANUP KUMAR
106	20070	SUDHIR GUPTA
107	20258	SHANKAR V
108	8472	RAMAKRSHNA G.V.
109	8463	CHINMAY L.S. YADAV
110	20689	SATISH KUMAR NAIN
111	20979	K MURLI KRISHNA
112	21096	HEMANT S BORALE
113	20995	VIJAY KUMAR NAYAK
114	20666	P PANI PRASAD
115	8158	PRRAMOD KUMAR JAIN
116	20239	SHASHANK BHALEKAR
117	20793	R PAVANA MURTHY
118	8328	SIVAKAMY T.S.
119	20675	ARVIND KUMAR MISHRA
120	20159	SASTRY Y V
121	20779	VIVEK DUA
122	21110	YOGESH KUMAR BHASHKER
123	8540	RAGHAVENDRA RAO G.
124	20423	RAJESH BANSAL
125	20783	RAJEEV KUMAR
126	21362	VAIBHAV JAIN
127	21143	CHANDRASHEKHAR PRASAD SINGH
128	20945	DEEPAK PATHAK
129	8656	K V N RAO
130	90687	NEERAJ AGARWAL
131	8243	RAJNI TANEJA
132	20266	VIJAY KUMAR MAKAY
133	21212	AKMAL HASAN
134	20888	ASHOK KUMAR
135	21172	M BHADRU
136	20323	SANJEEV KR. NARANG
137	21321	MANISH
138	20380	BIDYA NAND
139	8634	SUSHIL KUMAR
140	21046	KANWAL DEEP SINGH
141	21216	SUNIL BHADU

		Annexure-I
L	ist of ITS (Group A Officers whose PAR is not created as on 6.4.2022
SN	Staff No	Name (S/Shri/Ms)
142	21275	AJAY SINGH CHAUHAN
143	20315	PAVAN KUMAR BHARGAVA
144	21043	ISRAR AHMAD
145	20422	S A MELMALGI
146	20901	SANJAY KUMAR MADHUKAR
147	20881	RAHUL KUMAR SACHAN
148	8619	PAWAN KUMAR JAIN
149	20013	RAMESH PRASAD
150	20855	DEEPIKA POKHARNA
151	21373	SIDDHARTH SABHARWAL
152	20697	G RAMESH
153	20615	JEEVAN LAL MAHAVAR
154	20864	ARVIND KUMAR TRIPATHI
155	9669	T.G. SRINIVAS
156	20554	RAJEEV CHANDEL
157	9680	SHUBHA N BHAMBHANI
158	20810	KULDEEP KUMAR SINGH
159	21377	DHANESH GOEL
160	20178	SHAMUVEL BHATAMBRE
161	8510	ADESH KUMAR GUPTA
162	21221	HARIOM SOLANKI
163	8548	B.PRASAD RAWAT
164	20547	SUSHMA MISHRA
165	20032	NALLI SUJATHA
166	20982	ASHWANI KR MAHAUR
167	20714	SURENDRA SINGH
168	21085	V SWAMYDAS RAJU
169	8499	HANUMATHA RAO A.
170	20210	RAVI A ROBERT JERARD
171	8480	KESHAW DASS LAKHMANI
172	8405	AMOD KUMAR
173	8616	PARMATMA RAI
174	20249	RAMACHANDRAN C
175	20879	M THULASI RAJASEKHAR
176	8359	RAJESH KUMAR SINGH
177	20986	SIDH KUMAR
178	8388	P V V V PRASADA RAO
179	20540	M CHANDRA MOULI
180	20506	P KRISHNA KUMAR
181	20090	SESHACHALAM M
182	21282	NAIDU MARRI
183	20861	MEHUL R JOSHI
184	21162	RAKESH KUMAR
185	20635	PARITOSH KUMAR SHAH
186	20155	NUTAN M S A
187	20376	SANJAY PRASAD
188	20176	KUSH KUMAR

		Annexure-I
L	ist of ITS (Group A Officers whose PAR is not created as on 6.4.2022
SN	Staff No	Name (S/Shri/Ms)
189	20830	BHARAT LAL MEENA
190	20551	PANKAJ BHANDARI
191	8647	HEMANT KR C. MAHAY
192	20385	D.BHASKARA RAO
193	21147	SAKET KUMAR VERMA
194	8512	MUNISEKHAR A.
195	8657	SURESH KRISHNA B.
196	21312	S. SIVA RAM PRASAD
197	112331	R S RAJPUT
198	21115	N RAMESH
199	20637	RAJ KUMAR SRIVASTAVA
200	20503	RAJESH KUMAR PANWAR
201	20537	DILIP SIRAM
202	21360	ASHISH CHUGH
203	20470	M SRINIVASULU REDDY
204	20564	C SINGHAL
205	21066	NAVENDRA SINGH
206	20046	N. MURALI
207	20047	YOGENDRA KR SINGH
208	20228	RAJESH KUMAR
209	20083	RAO J SRINIVASA
210	20958	SARSIJ SAURABH
211	20956	JEETESH SHARMA
212	20678	U SREENIVAS
213	21232	RAM KAILASH MEENA
214	21000	S RAVI KUMAR
215	111040	Gaya Prasad

		Annexure-I
L	ist of TES G	roup B Officers whose PAR is not created/Partial Created as on 6.4.2022
SN	Staff No	Name (S/Shri/Ms)
1	60049	PUPPIREDDY RAJESH
2	60067	AUMKARNATH MISHRA
3	60027	VIKAS KUMAR
4	60089	PRADHYUMAN MEENA
5	60032	MOHAMMAD FARAAZ AKHTAR
6	60051	SANTHAPURI PRASAD
7	60040	RAJNEESH KUMAR
8	59002	SUBHASHA CHANDRA
9	60096	UMAKANT
10	60100	ADITYA KAMAL
11	60092	MUKUND MISHRA
12	60098	UTKARSH VERMA
13	60103	HIND GAURAV
14		ARVIND KUMAR
16		PANDIT SUBHAKTH ALEN ANURAG
17		SHUBHAM YADAV
18		SANDEEP KUMAR YADAV

	1	Annexure-I
	· · · ·	A Officers whose PAR are partial created as on 6.4.2022
SN	Staff No	Name (S/Shri/Ms)
1	20331	DEEPAK KUMAR
2	20386	ANIL KUMAR GAUTAM
3	8572	PRADIP GUPTA
4	20639	SANJEEV K SHARMA
5	8599	NEERAJ KHARE
6	21089	MEHAR CHAND NEGI
7	20511	P RAJU
9	20293	RAJASEKHAR K
10	20193	Neeraj Kumar
11	20811	MUKESH LAL
12	8469	SATYANAND RAJHANS
13	20950	KRISHNA KUMAR AGRAWAL
14	21447	GUNDA RAGHAVA REDDY
15	8532	CHANDRESHWAR PRASAD SINGH
16	20313	DEEPAK GUPTA
18	9670	DEBASIS SARKAR
19	8118	NIZAMUL HAQ
20	21442	JAPJIT SINGH
21	20947	ARVIND SINGH RAJPUT
22	20865	A NAGA JYOTI
23	20720	VINAI KUMAR KANAUJIA
24	20434	SOUVICK KUMAR DAS
26	20152	PUSHPENDRA KUMAR SINGH
27	20628	M ESHWAR
28	21265	RAVI PRAKASH SAXENA
29	9673	G GOURI SANKAR
30	21333	DHARMVEER KUSHWAH
31	20969	HIMANSHU KUMAR
32	20125	RAO M NAGESH
33	20866	BHAVANI SINGH YADAV
35	20593	GIRIRAJ SINGH
36	20185	ANUPAMA SANGHI
38	20092	ASHEESH PATHAK
40	20882	KAMAL KUMAR AGARWAL
41	21201	VIVEK ASTHANA
42	21067	A SRAVAN KUMAR
43	21452	GANDAMALA PAPARAO
44	8269	MOHD. AKEEL KHAN
45	8591	RAMA GOPAL S.N.
46	20657	SH. PANKAJ GARG
47	20284	SATISH KUMAR CHOPRA
48	20556	RAJESH KUMAR AGERWAL
49	21431	KAMAL SINGH YADAV
50	8515	MANOJ KUMAR SINGH
51	20999	GANESH A BAKADE
52	20976	ADITYA SINGH
53	21203	ASHWANI KUMAR

		Annexure-I
List o	of ITS Group	A Officers whose PAR are partial created as on 6.4.2022
SN	Staff No	Name (S/Shri/Ms)
55	20968	VINOD KUMAR
56	20903	YASHENDRA KUMAR BANSOD
57	8285	ASHOK KUMAR
58	21361	ARPIT SHUKLA
59	8447	MAHIDHAR PANT
60	20435	VISHWA MOHAN
62	21278	GUNDA V. DHANAMJAYA RAO
63	20096	Vivek Narayan
64	20887	BRIJENDRA KUMAR SINGH
65	21016	SANJAY BANSAL
66	20085	KISHORE BABU Y G S C
67	21228	RAJ KUMAR CHHANENA
68	8630	RAMANA RAO G.V.
69	20687	VED PRAKASH VERMA
70	20891	ARUNG SIRAM
71	20053	SANJEEV PEEKA
72	20049	ALOK JAIMAL
73	20795	DEVENDRA SINGH KACHHWAHA
74	9666	J V RAJA REDDY
75	20997	JYOTSNA EKKA
76	21218	VIJAY SINGH NEMIWAL
77	20251	SURESH KUMAR
78	20991	JAI PAL SINGH
79	60012	PUNIT KUMAR
80	20616	RAVINDER KUMAR
81	20044	MAHENDRA KR YADAV
82	20054	POORAN MAL
83	8319	AJAY KUMAR SAHU
84	8489	SANDEEP KUMAR KHULLAR
86	20068	VIJAY KUMAR CHHABLANI
87	107001	RAJEEV SHARMA
90	20326	AKHILESH GUPTA
91	21137	ANIL KUMAR
92	21137	RAJ KUMAR
93	20027	M. MURALI KRISHNA
94	8337	RAKESH K. SHARMA
95	21407	SATYAM SINGH
96	20987	MANISH KUMAR VIMAL
97	20588	PRADEEP KUMAR MISRA
98	20270	YATISH KATHERIA
99	20727	EDWINSON SWER
100	20835	JITENDRA KUMAR
100	20055	DILIP SAHA
101	20154	GANESH CHANDRA
102	20309	PRADEEP SINGH
103	20303	JAI PRAKASH GARG
107	20277	