No. 100-20/ 2017-STG-1
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashok Road
New Delhi-110 001

New Delhi   Dated the   30th March, 2017.
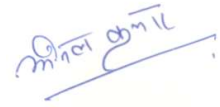
To ,

Chairman and Managing Director
Bharat Sanchar Nigam Limited (BSNL)
Bharat Sanchar Bhawan, Janpath
New Delhi

Subject: Implementation of online recording of Annual Performance Appraisal Reports (APARs) for ITS officers w.e.f 2016-17

In reference to the subject mentioned above, this office has been informed that BSNL vide their letter number 500-25/2015-e-APAR/Pers-I dated 23rd Feb, 2017 and dated 29th March 2017 dated 20th Feb has already issued instructions for online filling of APAR in respect to all executives (including ITS officers mentioned as unabsorbed executives in said instructions) of BSNL.

The competent authority in DoT has decided to implement online APAR as mentioned in letter No. 100-20/2017-STG -I dated 27.03.17 (copy enclosed). Since all the cadre related activities of ITS officers are handled at Staff Branch in Department of Telecommunications (DoT) and it will be more prudent that APAR and other service related activities (e.g. Service book) for ITS officers working on duty posts in BSNL is maintained as per DoT procedures and prescribed pro-forma. You are requested to consider and issue appropriate revised instructions for online APAR working in BSNL.

This issues with the approval of competent authority.

Anil Kumar
Director (Staff)
Phone-011-23711391
Email: dirstaff-dot@gov.in

Encl. a/above

Copy to:
1. Director (IT) DOT Hq: For kind information please.
2. All Nodal Officers for SPARROW implementation.
3. All ITS Officers working in BSNL

No. 100-20/ 2017-STG-1
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashok Road
New Delhi-110 001

New Delhi   Dated the   27th March, 2017.

OFFICE MEMORANDUM

Subject**: Implementation of online recording of Performance Appraisal Reports(PARs) for ITS officers w.e.f 2016-2017**

As per extant guidelines of DoP&T , Government of India, I have been directed to inform that the competent authority has decided to implement online e-APAR system for all ITS officers (and other Group A services), using NIC developed software, 'SMART PERFORMANCE APPRAISAL REPORT RECORDING ONLINE WINDOW' (SPARROW) w.e.f 2016-17. Therefore, all the APARs for period ending on 31st March'17 will be required to be now filled in online mode.

2. The online electronic APAR system will improve transparency and streamline the filling, reporting of entries, record keeping and easy retrieval. Following key benefits are expected:

i)   More probity and transparency in recording of PARs
ii) No loss of PARs in transition
iii) Better monitoring and timely completion
iv) Easy and immediate access to the dossiers by authorized users and for users of other department(s) for the purpose of DPC/ empanelment

3. The list of nodal officers responsible for management of Employee data and PAR alongwith their jurisdiction details has been issued vide letter of even number dated March 3, 2017. The individual officer may contact their nodal officer in case of any questions/clarifications.

4. The list of URLs (web links) containing various details for smooth implementation of SPARROW system for ITS officers is as follows:

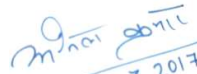| Sl.	URL	Details
1.	https://sparrow-dot.eoffice.gov.in	SPARROW Portal of DoT for recording online PARs
2.	http://dot.gov.in/circular-and-notifications/2323	Manuals and instructions issued by IT Division, DoT HQ in respect of implementation of SPARROW
3.	http://dot.gov.in/circular-and-notifications/2330	Instructions issued to officers and Nodal Officers in respect of implementation of SPARROW for ITS.

5. All the officers are requested to acquaint themselves with online APAR systems to avoid any last minute hiccups. Following step by step activities are envisioned:

    a) Nodal officer will seek leave/Training period details of every officer under their organization by 31st March'17. The individual officer should fill their personal details and leave records as per Annex 1 attached and send the self-certified scanned copy to their nodal officers at the earliest.

    b) As administrator, the nodal officer will create the online APAR and push the APAR Performa to the individual officers by first/ second week of April 2017.

    c) The individual officers will fill in the self appraisal latest by third/ fourth week of April, 2017. The actual dates(s) will be informed separately.

6. Pre-requisites for working on sparrow system are:

    a) All officers are required to have the name based email id [Domain: @nic.in or @gov.in] and AADHAAR no. as well as their mobile no. should be updated in AADHAAR database to receive One-time password (OTP) for eSign.

    b) Access to scanners for scanning of manual PAR, wherever required for Role Admins, i.e. PAR Custodian.

7. In view of the above, all ITS officers are requested to kindly go through the instructions and manuals available at above indicated URLs and prepare themselves for completing the online PARs w.e.f 2016-17 in online mode through SPARROW system.

27.3.2017

                 Anil Kumar
                 Director (Staff)

To,

PPS to Secretary (T)
PPS to Member (S), PPS to Member (T)
PPS to Additional Secretary (T),
All Sr. DDG's in DOT Hq, USO Administrator, CVO DOT, All DDGs in DOT Hq
CMD (BSNL), CMD (MTNL), CMD (TCIL), CMD (BBNL)
Sr. DDG (TEC), Sr. DDG/ DDG All TERM and other Field Units of DOT.
All Nodal Officers - Vide letter of even no. Dated March 3, 2017 : For information and necessary action
All ITS Officers in DOT / BSNL/ MTNL or on Deputation – Through email: For information and necessary action.
DOT Website
Spare Copy

Details to be duly filled in and Provided by ITS Officer(S) to their Nodal Officer

1.	Name of the officer	
2.	Date of Birth	
3.	Date of Initial appointment	
4.	Date of continuous appointment to present grade	
5.	Date of appointment to present post	
6.	Reporting officer* : Name, Service, name based gov.in email id (if any) and staff no. if any	
7.	Reviewing officer* : Name, Service, name based gov.in email id (if any) and staff no. if any	
8.	Period of absence from duty (on training, leave etc.) during the year. If he has undergone training, please specify	

Absence category	Period From	Period To	Type	Remarks

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

Name:
Staff No.

. * : In case there are multiple periods of reporting and review during the year, details of each reporting/ reviewing officer with period thereof may be provided.