

Immediate

File No. 71-12/2021-22/APAR
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, New Delhi-110001

Dated: -29.6.2022

Office Memorandum

Subject: - Online generation and recording of APAR on SPARROW Portal for ITS Group 'A' and TES Group 'B' officers for the Reporting year 2021-22 - regarding.

Please refer to OM of even number(s) dated 28.03.2022 (enclosed) regarding Online generation and recording of APAR on SPARROW Portal for ITS Group A and TES Group B officers for the Reporting year 2021-22 and Auto-forwarding of APARs from the assessment year 2021-22.

2. List of APAR's pending at Reporting Authority stage for ITS Group A and TES Group B officer(s) is enclosed. It may please be noted that last date of submitting the appraisal by reporting officer is 30.06.2022. If appraisal of APAR is not submitted by the concerned Reporting officer, APAR without Appraisal will be Auto-forwarded to the Reviewing officer. All reporting officers in the list enclosed are requested to report the APAR's/submit their appraisal immediately.

Hitesh
29/6/2022
Hitesh
ADG(APAR)

Enclosure: As Above.

To:

1. All ITS Group A and TES Group B officers- through DoT Website
2. All Nodal officers of SPARROW-For wide circulation among the officers and ensuring 100% compliance.

Copy to:

1. PPS to Hon'ble MoC/ Hon'ble MoSC;
2. PPS to Secretary (T);
3. Sr. PPS to Member(S)/ Member (T)/ Member (F)/DG (Telecom);
4. Sr. PPS to Additional Secretary (T)/Administrator (USOF);
5. Advisor (O)/ Advisor (T)/ Advisor (F);
6. CMD BSNL/ MTNL/ BBNL/ TCIL;
7. CVO, DoT (HQ);
8. All Heads of LSA;
9. Sr. DDG (TEC)/ DG (NTIPRIT)/ Sr. DDG (NCCS);
10. US (SNG), DoT (HQ);

S.No	Officer Name (S/Shri/Ms)	APAR Period	Staff No	Pending With Reporting Authority (S/Shri/Ms)
1	M SRINIVASULU REDDY	1042021 to 31032022	20470	A RAJARAJAN
2	BUDHI PRAKASH SHARMA	1042021 to 28012022	21019	AMBIKA PRASAD PANDA
3	MAYANK AWASTHI	1012022 to 31032022	21440	AMIT KUMAR CHAUHAN
4	ATUL KUMAR SINGH	1042021 to 31032022	20962	AMITABH GAUTAM
5	LALIT BIHARI LAL	1042021 to 31032022	20909	AMITABH GAUTAM
6	RAVINDER KUMAR-II	1042021 to 31032022	21214	AMITABH GAUTAM
7	SHOBHENDRA BAHADUR	26102021 to 31032022	20611	AMITESH KUMAR SINHA
8	ARVIND PANDEY	29122021 to 31032022	20577	Amritlal Meena
9	K K JAIN	13092021 to 31032022	112169	ANURAAG KOCHAR
10	MANISH TRIPATHI	1042021 to 31032022	60008	ARVIND KUMAR TRIPATHI
11	SAROJ KUMAR SINGH	1042021 to 31032022	20938	ARVIND RAJWANSHI
12	SANDEEP KUMAR KESHKAR	1092021 to 31032022	20822	ARVIND VADNERKAR
13	RAMESH KUMAR GOYAL	1042021 to 31032022	8565	ARVIND VADNERKAR
14	SATYANARAIN GUPTA	1042021 to 31032022	20410	ARVIND VADNERKAR
15	SHAMBHU PRASAD SINGH	1042021 to 31032022	20350	ARVIND VADNERKAR
16	C. MAHAPATRA	20102021 to 31032022	9660	ARVIND VADNERKAR
17	BHIM SINGH	15092021 to 31032022	8617	ARVIND VADNERKAR
18	PROMOD KUMAR	1042021 to 31032022	8330	ARVIND VADNERKAR
19	SATYANAND RAJHANS	1082021 to 31032022	8469	ARVIND VADNERKAR
20	ARUN KUMAR SHARMA	1042021 to 31032022	8242	ARVIND VADNERKAR
21	GUNJAN DAVE	1092021 to 9032022	8318	ARVIND VADNERKAR
22	SANDEEP SAWARKAR	9092021 to 31032022	9667	ARVIND VADNERKAR
23	PREM CHAND SHARMA	14072021 to 31032022	20857	ASHOK KUMAR JAIN
24	PARTHA SARATHI BHATTACHARJEE	1042021 to 31082021	8573	ASHUTOSH SHARMA
25	SANJEEV PEEKA	1092021 to 16012022	20053	ASHUTOSH SHARMA
26	C P SAMANT	27122021 to 31032022	8547	ASHUTOSH SHARMA
27	T. ANILA KIRAN	1042021 to 31082021	9694	ASHUTOSH SHARMA
28	RAJENDRA MESHARAM	1092021 to 31032022	20153	ASHUTOSH SHARMA
29	GIRIJESH K. MISRA	1042021 to 19092021	8272	ASHUTOSH SHARMA
30	JITENDER PRAKASH	1042021 to 21102021	21081	ASIT KADAYAN
31	PAWAN KUMAR AGGARWAL	1042021 to 31032022	21003	ASIT KADAYAN
32	UPKAR KUMAR KEDIA	1042021 to 12092021	20784	ATUL BHATT
33	DHARMENDRA YADAV	1042021 to 31032022	20796	ATUL SINHA
34	VINOD SINGH	1042021 to 31032022	20981	ATUL SINHA
35	EDWINSON SWER	1042021 to 31082021	20727	AVANINDRA SHARMA
36	SANJEEV SHARAN AGRAWAL	14082021 to 31032022	20656	AVANINDRA SHARMA
37	J P PRAJAPATI	1042021 to 20012022	20497	B B CHAUDHARY
38	KAMLESH L TAYADE	1042021 to 31032022	20499	B B CHAUDHARY
39	OM PRAKASH SONI	15092021 to 4012022	20150	B B CHAUDHARY
40	SANJAY KHARE	15092021 to 4012022	20133	B B CHAUDHARY
41	SEEMA TIWARI	15092021 to 31032022	20584	B B CHAUDHARY
42	SHASHANK MALVIYA	1042021 to 30092021	20139	B B CHAUDHARY
43	SHASHANK MALVIYA	1102021 to 4012022	20139	B B CHAUDHARY
44	ASHUTOSH GUPTA	1042021 to 31032022	20302	BABOO LALLAN
45	MUKESH KUMAR	1042021 to 31032022	21171	BABOO LALLAN
46	RAJESH KANUNGO	1042021 to 31032022	20340	BABOO LALLAN

S.No	Officer Name (S/Shri/Ms)	APAR Period	Staff No	Pending With Reporting Authority (S/Shri/Ms)
47	RAKESH KUMAR	1042021 to 31072021	21162	BAL KUNWAR TIWARI
48	JITENDER SETIA	1042021 to 31032022	20334	Bhawna Garg
49	SANDEEP ARYA	1042021 to 31032022	20912	Bhawna Garg
50	OM PRAKASH SONI	1042021 to 14092021	20150	BHIM SINGH
51	SANJAY KHARE	1042021 to 14092021	20133	BHIM SINGH
52	RAKESH K. SHARMA	9092021 to 31122021	8337	BISWAJIT PAUL
53	PRANAB KUMAR ROY	1042021 to 30062021	21102	BISWANATH DHAR
54	HEMANT S BORALE	1042021 to 19122021	21096	C P SAMANT
55	MAHENDRA KUMAR JAIN	28062021 to 19122021	21248	C P SAMANT
56	PALLAVI TANDON	1102021 to 31032022	20312	C. MAHAPATRA
57	MUKESH MEENA	1042021 to 31102021	20918	Chandra Bhushan Kumar
58	ASHISH AGRAWAL	1082021 to 8112021	20477	CHANDRA KUMAR SHUKLA
59	MUKESH KUMAR-II	1042021 to 31032022	20716	CHAWLA PUNEET
60	HARISH KUMAR	1042021 to 31032022	21227	Chetan Prakash Jain
61	PANKAJ PORWAL	5062021 to 27022022	20621	DEEPAK KUMAR
62	VIJOY KUMAR	1042021 to 27022022	20681	DEEPAK KUMAR
63	ANAND KUMAR K.	1092021 to 31032022	8560	DEEPAK TAYAL
64	CHINNAPPAN BENNY	1092021 to 31032022	20097	DEEPAK TAYAL
65	D THAMIZHMANI	1042021 to 31082021	20164	DEEPAK TAYAL
66	S PARTHIBAN	1092021 to 31032022	20040	DEEPAK TAYAL
67	JARADODDY RAMESH	1042021 to 31082021	20368	DEEPAK TAYAL
68	B PRAVEEN KUMAR	1042021 to 31082021	20696	DEEPAK TAYAL
69	JAI KUMAR WADHWANI	11122021 to 31032022	21245	DEEPIKA KHOSLA
70	R S RAJPUT	30092021 to 31032022	112331	DEVENDRA SINGH
71	BRAHMANANDA SRIVASTAVA	1042021 to 18012022	21187	DIPTI MOHIL CHAWLA
72	NAIDU MARRI	22062021 to 31032022	21282	G V MANOJ KUMAR
73	RAJENDER KUMAR	1042021 to 31032022	21070	GAUTAM LAL
74	MANISH SHUKLA	1042021 to 8072021	21279	GEETHA GODWIN
75	R D NIKAM	1042021 to 31082021	20721	GOVIND KEWLANI
76	R D NIKAM	1092021 to 31032022	20721	GOVIND KEWLANI
77	T. ANILA KIRAN	1092021 to 22122021	9694	GOVIND KEWLANI
78	KAILASH CHANDRA	31072021 to 31032022	20538	GUNJAN SAXENA
79	SANJAY GUPTA	1042021 to 31032022	20868	HARISH CHAND
80	MANOJ KUMAR - I	1042021 to 31032022	20638	Harkesh Meena
81	N RAMESH	1042021 to 31012022	21115	HARSHA BANGARI
82	PRASHANT S PANTODE	10052021 to 31032022	20988	HAWA SINGH JAKHAR
83	NARENDRA KUMAR MEENA	1042021 to 31032022	20914	JAYA DUBEY
84	ARPIT SHUKLA	1042021 to 10082021	21361	JEEVAN LAL MAHAVAR
85	VIKRAM CHAVRA	1042021 to 10082021	21303	JEEVAN LAL MAHAVAR
86	RANJAN KUMAR	1042021 to 31032022	9697	K.S. MADANPURI
87	CHANDRASEKAR M	1042021 to 31032022	20252	KALAI VANI G.
88	SUBHASH CHAND	1042021 to 31032022	20668	KISHORE BABU Y G S C
89	MANISH KUMAR	1042021 to 31032022	21225	Kumar Ravi
90	G RAJA RAM MOHAN	1042021 to 30062021	20818	M. MURALI KRISHNA
91	YASHENDRA KUMAR BANSOD	5052021 to 31032022	20903	MAHAJAN NITIN RAVINDRA
92	SURESH PURI	1042021 to 31032022	20121	Manohar Agnani
93	GIRIRAJ GARG	1042021 to 14022022	20845	Manoj Ahuja

S.No	Officer Name (S/Shri/Ms)	APAR Period	Staff No	Pending With Reporting Authority (S/Shri/Ms)
94	HASHMI GHAZALA	1042021 to 31072021	20128	MANOJ K. MISHRA
95	RAGHUNANDAN V.	25062021 to 31032022	8586	MEENAKSHI GUPTA
96	RAJIV SINHA	1042021 to 31032022	8575	MEENAKSHI GUPTA
97	AKMAL HASAN	1042021 to 14092021	21212	MUKESH KR. CHAUHAN
98	AKMAL HASAN	15092021 to 31032022	21212	MUKESH KR. CHAUHAN
99	AMIT SAXENA	27052021 to 31032022	20215	MUKESH KR. CHAUHAN
100	ANISH MEHTA	1082021 to 31032022	20345	MUKESH KR. CHAUHAN
101	ASHOK KUMAR SINGH	1082021 to 31032022	21144	MUKESH KR. CHAUHAN
102	GUNJAN PRASAD SINHA	27052021 to 31032022	20091	MUKESH KR. CHAUHAN
103	KIRAN DUBEY	1082021 to 31032022	20314	MUKESH KR. CHAUHAN
104	RAGHVENDRA GUPTA	1082021 to 31032022	20118	MUKESH KR. CHAUHAN
105	RAKESH KUMAR	1082021 to 31032022	21162	MUKESH KR. CHAUHAN
106	SANDEEP GUPTA	27052021 to 31032022	20081	MUKESH KR. CHAUHAN
107	PIYUSH VERMA	1042021 to 18122021	20131	N M DESAI
108	RAJESH KUMAR VERMA	1042021 to 31032022	20787	N M DHOKE
109	S RAVI KUMAR	1042021 to 31032022	21000	N M DHOKE
110	ARBIND PRASAD	1042021 to 31032022	20565	NALIN SHINGHAL
111	JITENDRA KHARE	7122021 to 31032022	20602	NEELAM SHAMI RAO
112	GOPI CHAND TOLWANI	1042021 to 31032022	20946	NEERAJ KHARE
113	RAJINDER KUMAR MILAN	1042021 to 31032022	20367	NEERAJ KHARE
114	BHOOMIKA GAUR	1042021 to 31122021	21418	NEHA UPADHYAY
115	DHARMESH MAKWANA	1042021 to 28022022	21075	NIDHI KHARE
116	NARENDRA KUMAR H OZA	1042021 to 31032022	21158	NILAMBUJ SHARAN
117	ARUN PATI TRIPATHI	1042021 to 31032022	20597	Niranjan Das
118	SUNIL KUMAR GARG	1042021 to 31032022	8230	Pankaj Kumar
119	JEETESH SHARMA	1042021 to 31032022	20956	PARTAP SINGH
120	SANJAY KUMAR MADHUKAR	1042021 to 31012022	20901	PRADEEP PAYAL
121	NITISH SINHA	2112021 to 31032022	20749	Prashant Kumar Singh
122	NAVENDRA SINGH	26082021 to 31032022	21066	PREETI PANT
123	RAMESH CHAND	16082021 to 31032022	20719	PRRAMOD KUMAR JAIN
124	R PAVANA MURTHY	1042021 to 31032022	20793	R Karikal Valaven
125	AMIT GARG	1042021 to 31032022	21180	RAJEEV NARANG
126	RAM RAJ YADAVA	31122021 to 31032022	21140	Rajeev Ranjan
127	ASHWANI KUMAR	27092021 to 31032022	21203	RAJEEV SHARMA
128	MAHESH CHAND MEENA	16082021 to 31032022	21170	RAJEEV YADAV
129	OM PRAKASH JANGIR	16082021 to 31032022	21223	RAJEEV YADAV
130	HOSHIAR SINGH	1042021 to 11112021	20663	Rajendra Ratnoo
131	MAHENDRA PRAKASH GUPTA	25112021 to 31032022	21211	RAJESH RANJAN
132	RAKESH SHRIVASTAVA	1042021 to 31032022	20843	RAJIV JALOTA
133	P KRISHNA KUMAR	1042021 to 31032022	20506	RAJNEESH TINGAL
134	PARAG AGRAWAL	1042021 to 31032022	20941	RAJNI HASIJA
135	ATUL WAKHLE	1042021 to 31032022	21121	RAKESH KUMAR AGRAWAL
136	ABHISHEK SHUKLA	11092021 to 31032022	21445	RAM BABU JATAV
137	DEVAL SAXENA	12082021 to 29112021	21393	RAM CHANDRA
138	NGANGBAM RATANJOY KHUMAN	12082021 to 30112021	21306	RAM CHANDRA
139	RADHE SHYAM MURMU	1042021 to 30062021	20396	RAM CHANDRA RAI

S.No	Officer Name (S/Shri/Ms)	APAR Period	Staff No	Pending With Reporting Authority (S/Shri/Ms)
140	ARUNG SIRAM	1042021 to 30062021	20891	RAM CHANDRA RAI
141	GURUDAS MEHER	1042021 to 30062021	21015	RAM CHANDRA RAI
142	FATEH SINGH	10082021 to 31032022	20729	RAM GOPAL YADAV
143	VASUDEV SINGH	4122021 to 31032022	20725	RAM GOPAL YADAV
144	ANIL KUMAR	1042021 to 31032022	21058	RAMESH PRASAD
145	JITENDRA LAL GUPTA	29092021 to 31012022	21011	Ranbir Singh
146	V. D. GODGHATE	1042021 to 31032022	20710	RANJIT RATH
147	PRAMOD S SAPKALE	1042021 to 14092021	20514	RAVI GOEL
148	ASHOK KUMAR JAIN	15092021 to 31032022	20194	RAVI GOEL
149	BRIJESH PRAJAPATI	15092021 to 31032022	8626	RAVI GOEL
150	DILIP KUMAR	6102021 to 31032022	20436	RAVI GOEL
151	PRASAD RAO K.V.K.	1082021 to 31032022	8514	RAVI GOEL
152	RAJESH KUMAR MAHESHWARI	13102021 to 31032022	20433	RAVI GOEL
153	SRI KRISHNA KARUTURI	15092021 to 31032022	20213	RAVI GOEL
154	RAJIVLOCHAN SURESHANAND MADHWAL	14082021 to 31032022	112358	RAVINDRA PRASAD
155	UPKAR KUMAR KEDIA	13092021 to 31032022	20784	SALIL KUMAR
156	SANDEEP KUMAR KHULLAR	1042021 to 28022022	8489	SANDEEP DIWAN
157	SURESH CHANDER BADAL	1042021 to 31032022	20996	SANDEEP DIWAN
158	D.BHASKARA RAO	23082021 to 31032022	20385	Sangeetha P
159	N SATYANARAYANA	1042021 to 27112021	20567	Sangeetha P
160	ASIT KADAYAN	16042021 to 5082021	20420	SANJEEV BANZAL
161	Gajendra Singh	1042021 to 31032022	21026	SANJEEV KUMAR BALYAN
162	NAINA RAM BISHNOI	1042021 to 31032022	20453	SANJEEV MISHRA
163	ARUP DAS	1042021 to 31032022	20821	SANJOY BHATTACHARYA
164	RAJESH KUMAR SINGH	1042021 to 31032022	8359	SARVESH SINGH
165	VIJAY PRATAP SINGH	1042021 to 31032022	8531	SARVESH SINGH
166	MAHENDRA PRAKASH GUPTA	1042021 to 24112021	21211	SATISH SINGH
167	ARPITA TRIPATHI	1082021 to 31032022	21182	SATYANAND RAJHANS
168	ASHEESH PATHAK	1082021 to 31032022	20092	SATYANAND RAJHANS
169	MANSHARAM RAWAT	1082021 to 31032022	9689	SATYANAND RAJHANS
170	NEERAJ KHARE	1082021 to 31032022	8599	SATYANAND RAJHANS
171	RAJ KUMAR CHHANENA	1082021 to 31032022	21228	SATYANAND RAJHANS
172	RAM KAILASH MEENA	1082021 to 31032022	21232	SATYANAND RAJHANS
173	VINOD KUMAR	1082021 to 31032022	20968	SATYANAND RAJHANS
174	AMRENDRA KUMAR	1042021 to 31032022	20900	SAURABH VARSHNEY
175	ARVIND KUMAR TRIPATHI	1042021 to 31032022	20864	SHARAD TRIVEDI
176	SHEO BHADRA SINGH	1082021 to 31032022	20075	SHEO BHADRA SINGH
177	ANURODH KUMAR	1112021 to 31032022	21327	SHISHIR KANSAL
178	VIKAS KUMAR	2112021 to 28022022	60027	SHISHIR KANSAL
179	ASHOK KUMAR	1092021 to 31032022	20888	Sreekanth T
180	PRAKASH KUMAR	28102021 to 31032022	60056	SUJIT KUMAR GUPTA
181	JITENDRA KHARE	1042021 to 22092021	20602	Sunil Barthwal
182	RAJENDRA KUMAR SINGH	1042021 to 31082021	20924	SUNIL KUMAR SINGHAL
183	SHUCHI SRIVASTAVA	1042021 to 31082021	20877	SUNIL KUMAR SINGHAL
184	VIBHA TOMAR	1042021 to 31082021	20836	SUNIL KUMAR SINGHAL
185	ASHOK KUMAR JAIN	1112021 to 31032022	20576	SUNIL KUMAR SINGHAL

S.No	Officer Name (S/Shri/Ms)	APAR Period	Staff No	Pending With Reporting Authority (S/Shri/Ms)
186	TEJPAL SINGH	1112021 to 31032022	20802	SUNIL KUMAR SINGHAL
187	SANJEEV KR. NARANG	1042021 to 31032022	20323	SURINDER SINGH
188	MONALISA NAGAR	1042021 to 17022022	21397	SUSHIL HEMBROM
189	RAMIT MAURYA	1042021 to 6072021	21098	SUSHMA MISHRA
190	MANOJ KUMAR SONI	9062021 to 31032022	20804	Topeshwar Verma
191	D THAMIZHMANI	1092021 to 31032022	20164	V MUNINDRA NATH
192	C. MAHAPATRA	1042021 to 19102021	9660	V MUNINDRA NATH
193	JARADODDY RAMESH	1092021 to 31032022	20368	V MUNINDRA NATH
194	M RAVISHANKAR	1092021 to 26122021	20679	V MUNINDRA NATH
195	MURALI MOHAN P	1042021 to 31032022	20064	V MUNINDRA NATH
196	P RAVI KUMAR	1092021 to 26122021	20993	V MUNINDRA NATH
197	B PRAVEEN KUMAR	1092021 to 31032022	20696	V MUNINDRA NATH
198	RAMA ANJANEYULU RVSS	1042021 to 31032022	20207	V MUNINDRA NATH
199	SHUBHA N BHAMBHANI	1042021 to 31032022	9680	VARTIKA SHUKLA
200	VIJAY KUMAR NAYAK	1042021 to 31032022	20995	VIBHA DUTTA
201	SANJAY KUMAR	1042021 to 5092021	112337	VIBHA TOMAR
202	RAJ KUMAR	1112021 to 31032022	21117	VIDUSHI CHATURVEDI
203	PANKAJ KUMAR SALODIA	1042021 to 31032022	21111	VIKRAM SAHAY
204	SURENDRA SINGH	1042021 to 13082021	20714	VINOD KOTWAL
205	SURENDRA SINGH	14082021 to 31032022	20714	VINOD KOTWAL
206	PAVAN KUMAR BHARGAVA	1042021 to 31032022	20315	VINOD KUMAR AGARWAL
207	RAKESH KUMAR TIWARI	1042021 to 6122021	21239	Vivek Aggarwal
208	RAMESH KR. SIDDHARTHA	1042021 to 16082021	20379	Vivek Bhardwaj
209	RAHUL RASTOGI	1042021 to 31032022	20935	Y K SINHA
210	SIDH KUMAR	1042021 to 31032022	20986	Y K SINHA
211	SANJAY KUMAR SOHANI	1042021 to 14122021	20098	YOJANA DAS
212	KUSHAL RAM CHITTARI	4102021 to 31032022	60107	SIMON SAMUEL
213	JAY PAL SINGH	6102021 to 31032022	60031	SUBHASH CHANDRA KESARWANI
214	PRAKASH KUMAR	28102021 to 31032022	60056	SUJIT KUMAR GUPTA
215	RUPESH DEORAO CHIRDE	28062021 to 31032022	60109	KAMAL DEO TRIPATHI

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 auto-forwarding 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
28/3/22
(Mukesh Meena)
Director (Staff-III)

Enclosure: As Above.

To

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

Hitesh
28/3/2022
Hitesh
ADG (APAR)

s/c

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 ~~un~~authorized users

3. The list of nodal officers responsible for management of Employee data and PAR along-with 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.office.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.

Anil Kumar
23.3.2017

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

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.

Annexure - I

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 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