

Most Immediate

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: -15.4.2022

Office Memorandum

Subject: - Online generation and recording of APAR on SPARROW Portal for ITS Group 'A' officers posted in MTNL 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 serving ITS Group A working in MTNL who have not submitted their self-appraisal to the reporting officer is enclosed. Last date of submitting the Self-appraisal to reporting officer is 15.04.2022. If self-appraisal is not submitted by the individual officer, Blank APAR will be Auto-forwarded to the reporting officer. All officers in the list enclosed are requested to submit their self-appraisal immediately.



(Hitesh)
ADG (APAR)

Enclosure: As Above.

To:

1. All ITS Group A officers posted in MTNL- through DoT Website
2. Nodal officers of MTNL for SPARROW portal-For wide circulation among the officers

Copy to:

1. CMD MTNL

List of serving ITS Group A officer working in MTNL for whom APAR is pending in their SPARROW account on 14.4.2022 at 5:00PM. These APARs are generated by the concerned nodal officers, for NRCs i.e. period less than 90 days, individual officers have to send to their nodal officers and the rest APARs has to be submitted to reporting officer.

S.No	Officer Name (Shri)	Staff No	APAR Period (DDMMYYYY to DDMMYYYY)
1	GUNJAN PRASAD SINHA	20091	27052021 to 31032022
2	GUNJAN PRASAD SINHA	20091	1042021 to 26052021
3	JAYANT KUMAR	20110	1042021 to 10062021
4	JAYANT KUMAR	20110	11062021 to 1072021
5	JAYANT KUMAR	20110	2072021 to 31032022
6	MUKESH KR. CHAUHAN	20029	1042021 to 14092021
7	MUKESH KR. CHAUHAN	20029	15092021 to 31032022
8	SANDEEP GUPTA	20081	1042021 to 26052021
9	SANDEEP KUMAR KESHKAR	20822	1092021 to 31032022

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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)

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 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