

F. No. CS & Protocol/Adv (F) /SPARROW/2021
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-110 001

Dated 21 .01.2022

Office Memorandum

Sub.: Completion of Annual Performance Appraisal Report (APAR) for the Year 2021-22 (Period 01.04.2021 to 28.02.2022)-reg.

The undersigned is directed to convey that Shri Gin Khan Chin, Advisor (Finance), DoT is due to retire from service on superannuation with effect from 28.02.2022 (A/N).

2. When a Reporting / Reviewing Authority retires, or otherwise demits office, he is allowed to write or review Performance Appraisal Report on his subordinates within a month of his retirement or demission of office. Accordingly, writing of APARs for the Year 2021-22 (Period 01.04.2021 to 28.02.2022) is required to be undertaken in respect of all IP&TAFS officers for whom Advisor (Finance) is the Reporting & Reviewing Officer.

3. Therefore, all officers, for whom Shri Gin Khan Chin, Advisor (Finance) is the Reporting /Reviewing Authority, are requested to kindly provide details as per Annexure –I (enclosed) in PDF format to this section through e-mail to ID fin.sparrow.dot@gov.in for generating APARs for the period from 01.04.2021 to 28.02.2022 latest by 15.02.2022.

Encl./ As above.

Signed by R C Kumar
Date: 21-01-2022 11:32:03
Reason: Approved

(R.C. Kumar)
Asstt. Director General (SEA)
Tel No. 011-2303 6290

Copy forwarded for information and necessary action to:-

1. PPS to the Member (Finance), DoT HQ, New Delhi.
2. PSO to the Advisor (Finance), DoT HQ, New Delhi.
3. DG / DDGs, NICF, Ghitorni, New Delhi.
4. All DDGs / Directors of Accounts and Finance Wing in DoT HQ, New Delhi.
5. U.S. (SEA) for uploading the document on DoT Website.
6. Office Copy.

Annexure -I

Details to be provided by IP&TAFS Officer(s) to PAR Custodian / Nodal officers for generation of e-PAR (along with the relevant documents e.g. Transfer/Posting, Deputation, Training, Retirement, Study Leave/ CCL etc. order, if any)

- A. Report for the Year: **2021-22**
- B. Period of Report (From & To in DD/MM/YYYY):
- C. e-APAR Part No. (If “Period of Report” is less than a year):

1	Name of the officer	
2	Date of Birth (DD/MM/YYYY)	
3	SPARROW Employee Code	
4	Date of continuous appointment to Present Grade (Period Concerned)	Date
		Grade
		Regular/NFU
5	Date of continuous appointment to Present Post (Period Concerned)	Date
		Post i.e. Designation during period concerned
6	Reporting officer during the period of Report	Is Reporting officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code
7	Reviewing Officer during the period of Report	Is Reviewing officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code

8	Accepting Authority, wherever applicable, during the period of Report	Is Accepting Authority part of any SPARROW system of GOI (Yes/No)			
		Name			
		Batch (Allotment Year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee Code			
9	Period of absence from duty (on EL/CCL/COML/Study Leave/Training etc.) during the year. If he/she has undergone training, please specify complete details or NIL, as the case may be				
	Absence Category	Period From	Period to	Type/Nature	Remarks

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

Date:

Signature

Name:

Designation:

Staff No.:

Contact No. & Mobile:

e-mail Id:

Note: - In case there are multiple periods of report, please submit details for each part of reporting in separate form in pdf. format of less than 3 MB only.