

File No. CS/Adv (Finance)/SPARROW/2019-20  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(SEA Wing)

Dated: 27 .04.2020

**OFFICE MEMORANDUM**

**Subject: Generation of APAR in SPARROW for IP&TAFS Group 'A' officers for the year 2019-20 Reg.**

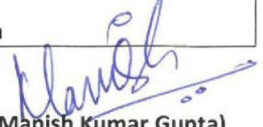
1. As per the recent directions of DoPT vide their OM No 21011/02/2015-Est (A-II)-Part II dated 30<sup>th</sup> March, 2020. The APAR of all the IP&TAFS Group 'A' officers are to be reported online through SPARROW system. Accordingly, for timely generation of e-APAR by the PAR custodians and further adhering the timeline given below you all are requested to send Annexure-1 (copy enclosed) to respective PAR custodian by **11.05.2020** positively through email.

**Time Schedule for preparation/completion of APAR (2019-20)**

Sl.No.	Activity	Last Date of Completion
1.	Generation of APAR by the Custodian & transmission to original officer	31 <sup>st</sup> May, 2020
2.	Submission of self-appraisal to reporting officer by officer to be reported upon	30 <sup>th</sup> June, 2020
3.	Submission of report by reporting officer to reviewing officer	31 <sup>st</sup> July, 2020
4.	Report to be completed by Reviewing Officer & to be sent to Administration or CR section or Accepting Authority, wherever provided.	31 <sup>st</sup> August, 2020
5.	Appraisal by Accepting Authority, wherever provided	30 <sup>th</sup> September, 2020
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.	10 <sup>th</sup> September, 2020 10 <sup>th</sup> October, 2020
7.	Representation, if any on APAR	15 days from the date of disclosure
8.	Forwarding of representation to the Competent Authority (c) Where there is no accepting Authority (d) Where there is accepting Authority	30 <sup>th</sup> September, 2020 31 <sup>st</sup> October, 2020
9.	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation by the competent authority
10.	Communication of the decision of the Competent Authority on the Representation by the APAR Cell (CS & Protocol, Section)	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> December, 2020

2. Nodal Officer / PAR Custodians for officers posted in: -

Sl.No.	Place of Posting	Nodal Officer / PAR Custodians
1.	DoT/CCA/CGCA/Deputation/ NICF/Probationers	Sh. Manish Kumar Gupta, Director (SEA) <b>dot.fin.sparrow@gmail.com</b>
2.	Postal Department (If SPARROW implemented otherwise past practice will continue) (DoP HQ/GM PAOs/DAPs)	Sh. Abhishek Singh, Director (Accounts & Budget) <b>singh.abhishek85@gov.in</b>

  
(Manish Kumar Gupta)  
Director(SEA)  
(PAR Custodian)

**Copy for information and necessary action:**

1. All IP&TAFS Group 'A' officers including the officers presently on deputation/training/leave to liaise with their Nodal Officer/PAR Custodians to complete their APAR in time.
2. US (SEA II) for uploading on the DoT Website.
3. Guard File/Spare

**Details to be provided by IP&TAFS Officer(s) to their Nodal officers for generation of PAR**

A. Report for the Year:

B. Period of Report (From &amp; To in DD/MM/YYYY):

C. eAPAR 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 (as defined in his /her eAPAR SPARROW system if he/she is part of any eAPAR SPARROW System	Is Reporting officer part of any SPARROW system of GOI (Yes/NO)			
		Name			
		Batch (Allotment Year)			
		Service			
		Cadre			
		Designation			
7	Reviewing Officer during the period of Report (as defined in his /her eAPAR SPARROW system if he/she is part of any eAPAR SPARROW System	Is Reviewing officer part of any SPARROW system of GOI (Yes/NO)			
		Name			
		Batch (Allotment Year)			
		Service			
		Cadre			
		Designation			
8	Period of absence from duty (on training, leave, 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
	Leave				
	Leave				
	Leave				

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.

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

Date:

Signature  
Name:  
Designation:  
Staff No.:  
Office Contact No & Mobile.:  
Official Email Id:

**Note:** Kindly forward the Annexure 1 duly filled in all respect through email to your respective PAR custodians on or before 11.05.2020.