

**File No. 71-12/2022-23/APAR  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20-Ashoka Road, New Delhi-1**

**Dated: - 13.04.2023**

**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 2022-23.**

All ITS Group A and TES Group B officers have already been informed regarding the timelines of APAR vide OM of even number dated 16.03.2023.

2. It may please be note that the last date of filling of self-appraisal for the year 2022-23 is 15<sup>th</sup> April 2023. Therefore, All ITS Group 'A' and TES Group 'B' officers are requested to submit their self-appraisal in-time.

3. As per Ministry of Personnel & Training, Administrative Reforms and Public Grievances and Pensions O.M. No. 35014/4/83-Estt.A dated the 23rd September, 1985 *"If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank APAR form and 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."*

4. Further, All the nodal officers are requested to expedite the timelines of PARs of officers under their administrative control.

This is issued with the approval of the Competent Authority.

(Hitesh)  
ADG(Staff-III)

To,

1. All ITS Group 'A' and TES Group 'B' (AD/SDE/JTO) with a request to fill their self-appraisal on or before 15<sup>th</sup> April 2023 positively.
2. All Nodal officers of SPARROW with a request for ensuring compliance and issuing reminders.