

No.27-1/2017-CWG
Government of India
Ministry of Communications
Department of Telecommunications

Room No. 620, 6th Floor,
MahanagarDoorsancharBhawan,
old Minto Road, New Delhi-110002

Dated: 28th May, 2018

OFFICE MEMORANDUM

Subject:- Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW for all Organised Group 'A' Service-Extension of timelines for completion of APAR for the year 2017-18.

In Continuation of order no 27-2/2015-CWG dated 7th March, 2018, the undersigned is directed to inform that on the direction of DoPT to introduce online filling of APAR through SPARROW system in respect of Group 'A' officers of P&T BWS cadre in the department of telecommunications w.e.f. 01.04.2017, the revised time-schedule for the year 2017-18 is indicated below:-


| S.No | Activity | Date by which the activity to be completed |
|------|---|--|
| 1. | Submission of Self-appraisal to the reporting officer. | 31.07.2018 |
| 2. | Forwarding of report by reporting officer to reviewing officer. | 16.08.2018 |
| 3. | Forwarding of report by reviewing officer to Administrator/APAR Cell or the accepting authority (Whenever provided) | 31.08.2018 |
| 4. | Appraisal by accepting authority , whenever provided | 15.09.2018 |
| 5. | i. Disclosure of APAR to the officer reported upon where there is no accepting authority. | 10.09.2018 |
| | ii. Disclosure of APAR to the officer reported upon where there is accepting authority. | 25.09.2018 |
| 6. | Receipt of representation, if any, on APAR | 15 days from the date of communication |
| 7. | Forwarding of representation to the competent authority | |
| | i. Where there is no accepting authority for APAR. ii. Where there is accepting authority for APAR. | 30.09.2018 31.10.2018 |

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| 8. | Disposal of Representation by the competent authority. | Within one month of the date of receipt of representation by the competent authority |
| 9. | Communication of the decision of the competent authority on the representation by the APAR cell. | Within 15 days of finalization of decision by competent authority |
| 10. | End of entire APAR process, after which APAR will be finally taken on record. | 31.12.2018 |

2. All the Group 'A' officers of the P&T BWS (Civil Wing) cadre are requested to adhere to the above revised time-schedule for completion of the whole process of APAR on SPARROW for 2017-18.

3. As stated in DoPT's O.M no 21011/02/2015-Estt.A-II (Part. II) dated 21.05.2018, the above relaxation has been made as one time measure only and is subjected to the condition that no remarks shall be recorded in the APAR for the year 2017-18 after 31.12.2018.

Encl:- DoPT's O.M. No 21011/02/2015-Estt.A-II (Part.II) dated 21.05.2018


(Sanjay Kumar)
Director(civil)
Ph: 23222045

To,

1. The CE(C), DoP, New Delhi-1
2. Under Secretary (Admin.III) w.r.t. Letter No. A-28012/1/2016-Admn.III dated 23.05.2018
3. All the officers of P&T BWS, Gr 'A'-Civil by Email.
4. Director (EW), DoT HQ for uploading on DoT website.