

F. No. 35-02/2015-EW

Government of India

Ministry of Communications

Department of Telecommunications

matanagar, Doot Sanchar Bhawan
JLN Marg,

New Delhi - 110002

Dated, the 06 May, 2017
June

OFFICE MEMORANDUM

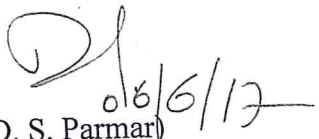
The undersigned is directed to refer to this Department's OM No. 35-02/2015-EW dated 16-5-17 regarding adherence of time-schedule for completion of online filing of APAR (2016-17 onwards) through SPARROW System in respect of Group "A" officers of LP&T BWS Cadre in DOT and to state that the said time-schedule for completion of e-APAR has been reviewed. Keeping in view of non-completion of registration of the name of various officers posted in BSNL on SPARROW, it has been decided to further revise the time-schedule for completion of APAR process for the current financial year (i.e. for APAR period 2016-17) as under:-

Sl. No.	Activity	Date by which to be completed
(1)	Generation of APAR by the PAR Manager/Custodian (To be sent to individual officer)	15.6.2017
(2)	Submission of APAR by the individual officer after filling-in of the Self-Appraisal part (To be sent to Reporting Authority)	15.7.2017
(3)	Submission of APAR by the Reporting Authority after assessment (To be sent to Reviewing Authority)	15.8.2017
(4)	Submission of APAR by the Reviewing Authority after assessment (To be sent to CR for disclosure)	30.8.2017
(5)	Submission of APAR by CR for disclosure (To be sent to individual officer)	15.9.2017
(6)	Submission of APAR by individual officer either for closing or with representation (To be sent to CR)	30.9.2017
(7)	APAR to be finally closed by CR	15.10.2017
(In case of representation)		
(8)	Submission of representation by CR as received from individual officer (To be sent to Reporting Authority for consideration)	15.10.2017
(9)	Submission of representation by Reporting officer after re-assessment/with comments (To be sent to Reviewing Authority for consideration)	31.10.2017

(10)	Submission of representation by Reviewing Authority after re-assessment/with comments (To be sent to Accepting/Competent Authority for decision)	15.11.2017
(11)	Submission of decision by Competent Authority (To be sent to CR for Disclosure)	30.11.2017
(12)	Submission of the decision by CR for disclosure (To be sent to individual officer)	15.12.2017
(13)	Submission by the individual officer (To be sent to CR for closure)	30.12.2017

5. On receipt of APAR from the Custodian, the officers concerned shall ensure that the self-appraisal is completed by 15.7.2017 on the SPARROW system. If the officer concerned who has to submit self-appraisal by 15.7.2017 fails to do so, then the system does not allow for filling of self-appraisal thereafter. Similarly, the Reporting/Reviewing officers concerned shall also adhere to aforesaid time-schedule for completion of assessment of APAR of the officers under their control.

(Name & designation of the CCA)


(D. S. Parmar)
Director (Elect)

To

1. All officers of P&T BWS, Gr 'A' - Electrical & Architecture by email
2. Sr. DDG (TEC), DoT, New Delhi
3. GM (T&A), NTIPRIT, DoT
4. All DDGs, TERM Cells, DoT
5. CE(C), DoP, N Delhi wrt officers in DoP
6. CE(BW), MTNL, Mumbai wrt Sh Naresh Kumar
7. GM (HR), DMRC, New Delhi wrt officers of DoT
8. Director (Corporate Affairs) JMRC, Jaipur wrt Sh S K Yadav
9. Project Director, NCRMP, NDMA, N Delhi wrt Sh S S Jain
10. Director, FIU-IND, DoR, New Delhi wrt Sh Chaitanya Shukla
11. CE (Electrical), DDA, N Delhi, wrt Sh Awadhesh Kumar Singh, Sh Gajendra Yadav, Sh Tarun Bairathi
12. Dy Director(Personnel), DERC, N Delhi wrt Sh Mukesh Wadhawa
13. Under Secretary, General Administration, Govt of Bihar, Main Secretariat, Patna – 80C015 wrt Sh Pankaj Kumar Singh
14. Director (Civil), DoT HQ wrt Civil Wing
15. Dir(EW) for uploading on DoT website