

100-20/2017-NTG-I
Government of India
Ministry of Communications
Department of Telecommunications

March, 2018

OFFICE MEMORANDUM


Subject: e-APAR schedule for 2017-18 APARs.

The undersigned is directed to inform that on the directions of DoPT for online filing of APAR through SPARROW system in respect of Group "A" officers of Indian Telecom Service (ITS) in the Department of Telecommunications, the time-schedule (for the current year) is indicated below:

S.No.	Activity	Date by which to be completed
1	Generation of APAR by the Custodian (To individual officer)	31 st March
2	Submission of self-Appraisal to the reporting officer by officer to be reported upon	15 th April
3	Submission of report by reporting officer to reviewing officer	30 th June
4	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section or accepting authority, wherever provided	31 st July
5	Appraisal by accepting authority, wherever provided	31 st August
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	1 st September 15 th September
7	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is accepting authority for APAR	 21 st September 6 th October
9	Disposal of representation by competent authority	Within one month from the date of receipt of representation
10	Communication of the decision of the competent authority on the representation by the APAR cell	15 th November

11	End of entire APAR process, after which the APAR will be finally taken on record	30 th November
----	--	---------------------------

2. All the Group "A" officers of the IIS cadre are requested to adhere to the above instructions scrupulously.


(K. K. Tondkar)
Director (Staff)