

No.27-2/2015-CWG  
Government of India  
Ministry of Communications  
Department of Telecommunications

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Room No.620, 6<sup>th</sup> Floor,  
Mahanagar Doorsanchar Bhawan,  
Old Minto Road, New Delhi 110 002

Dated: 14<sup>th</sup> June, 2017.

**OFFICE MEMORANDUM**

The undersigned is directed to refer to this Department's OM No. 27-2/2015-CWG dated 1<sup>st</sup> June, 2017 regarding introduction of online recording system of APARs (SPARROW) for Group "A" officers of P&T BWS in DOT w.e.f. the reporting year 2016-17 onwards. It was requested therein to take necessary action for creation and generation of APARs by 15.6.2017 and to initiate further action by the stakeholders (individual officers/reporting/reviewing/accepting officers) so that the whole process of recording of APARs on SPARROW is completed within the time-schedule prescribed therein.


2. On assessment of progress made in this regard, it is observed that the process of creation of data and generation of APARs is not yet complete due to various factors, such as, non-availability of basic data of officers, non-creation of data at the end of the NIC, problems in setting up of workflows of officers, problems of e-signing etc.

3. The matter has been considered and it has been decided to extend the deadlines for submission of APARs on SPARROW as per the following revised time-schedule: -

| <b>Sl. No.</b>                            | <b>Activity</b>  | <b>Date by which to be completed</b> |
|---|--|--------------------------------------|
| 1   | Generation of APAR by the PAR Manager/Custodian (To be sent to individual officer)   | 15.7.2017                            |
| 2   | Submission of APAR by the individual officer after filling-in of the Self-Appraisal part (To be sent to Reporting Authority) | 15.8.2017                            |
| 3   | Submission of APAR by the Reporting Authority after assessment (To be sent to Reviewing Authority)                           | 15.9.2017                            |
| 4   | Submission of APAR by the Reviewing Authority after assessment (To be sent to CR for disclosure)                             | 30.9.2017                            |
| 5   | Submission of APAR by CR for disclosure (To be sent to individual officer)   | 15.10.2017                           |
| 6   | Submission of APAR by individual officer either for closing or with representation (To be sent to CR)                        | 30.10.2017                           |
| 7   | APAR to be finally closed by CR  | 15.11.2017                           |
| <b><u>(In case of representation)</u></b> |  |                                      |
| 8   | Submission of representation by CR as received from individual officer (To be sent to Reporting Authority for consideration) | 15.11.2017                           |

|    |  |            |
|----|--|------------|
| 9  | Submission of representation by Reporting officer after re-assessment/with comments (To be sent to Reviewing Authority for consideration)        | 30.11.2017 |
| 10 | Submission of representation by Reviewing Authority after re-assessment/with comments (To be sent to Accepting/Competent Authority for decision) | 15.12.2017 |
| 11 | Submission of decision by Competent Authority (To be sent to CR for Disclosure)  | 30.12.2017 |
| 12 | Submission of the decision by CR for disclosure (To be sent to individual officer)   | 30.12.2017 |
| 13 | Submission by the individual officer (To be sent to CR for closure)  | 30.12.2017 |

2. On receipt of APAR from the Custodian, the officers concerned shall ensure that the self-appraisal is completed **by 15.8.2017** on the SPARROW system. If the officer concerned who has to submit self-appraisal by **15.8.2017** fails to do so, then the system does not allow for filling of self-appraisal thereafter. Similarly, the Reporting Officers/Reviewing Officers concerned shall also adhere to aforesaid time-schedule for completion of assessment of APAR of the officers under their control. It may be noted that NO further extension of time shall be allowed for completion of APAR on SPARROW for the reporting year 2016-17.

  
 (S.P. Mohapatra)  
 Director(Civil)  
 Ph: 23222045

To,

1. The Director General, DoP, Dak Bhawan, New Delhi - 1
2. The Additional Director General (Coordination), DoP, Dak Bhawan, New Delhi - 1
3. The CE (C), DoP, New Delhi - 1
4. Under Secretary (Admin III) w.r.t. Letter No. A-28012/1/2016-Admn.III dated 13<sup>th</sup> June, 2017
5. All Officers of P&T BWS, Gr 'A' - Civil by email
6. Director (IT) for uploading on DoT website