

F. No. CS /Adv (Finance)/SPARROW/2021
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20-Ashoka Road, New Delhi-110 001

Dated: 06.06.2022

OFFICE MEMORANDUM

Sub. Online recording of Annual Performance Appraisal Report (APAR) on SPARROW Portal for all IP&TAFS Group 'A' Officers for the Reporting Year 2021-22-reg.

It is directed to invite a reference to this office O.M. of even no. dated 11.03.2022 on the subject cited above. This office has been emphasizing from time to time the need to record & complete the APARs as per target dates / timelines prescribed in DoPT O.M. No. 21011/1/2005-Estt (A) (Pt-II) dated 23rd July, 2009 circulated vide this office O.M. dated 11.03.2022.

2. The last date for submission of duly reported APARs by Reporting Officers to Reviewing Officer is 30.06.2022. Hence, all IP&TAFS Officers in the role of Reporting Officer are requested to submit the duly reported APARs to Reviewing Officers without waiting for the last date so as to avoid last minute rush to meet the deadline and auto forward / force forward of APARs to the next level.

3. Further, in order to give effect to the time bound recording of APARs, all IP&TAFS officers are requested to ensure that the timelines for recording of APARs at each level, circulated vide O.M. dated 11.03.2022, are strictly adhered to. In this regard, this office O.M. of even no. dated 09.09.2021 may also be referred to.

4. It is requested to bring the above instructions to the notice of all concerned for strict compliance to ensure recording of APARs in time bound manner as per stipulated timelines.

5. This issues with the approval of the Competent Authority.
Encl. / As above.



(Rajesh Kumar Singh)
Under Secretary to the Govt. of India
Tel. No. 011-23036511
e-mail: fin.sparrow.dot@gov.in

Copy forwarded for kind information and necessary action to:-

1. PPS to the Member (Finance), DoT HQ, New Delhi.
2. PSO to the Advisor (Finance), DoT HQ, New Delhi.
3. CGCA, DoT, NICF Campus, Ghitorni, New Delhi.
4. DG, NICF, Ghitorni, New Delhi.
5. All DDGs of Accounts and Finance Wing in DoT HQ New Delhi.
6. Sr. DDG (PAF), Department of Posts, Dak Bhawan New Delhi.
7. Joint Administrator, USOF, DoT HQ.
8. All Pr. CsCA / CsCA / Joint CCA.
9. All IP&TAFS Group 'A' Officers (as per list annexed).
10. US (SEA) for uploading the O.M. on the DoT website & e-Office.
11. Guard File/Spare.

Dated: 11.03.2022

OFFICE MEMORANDUM

Sub. Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW Portal for all IP&TAFS Group 'A' Officers for the Reporting Year 2021-2022- reg.

As per the directions of DoP&T, generation and recording of Annual Performance Appraisal Report (APAR) is to be done online through SPARROW Portal for all IP&TAFS Group 'A' Officers.

2. Nodal Officer / PAR custodian for IP&TAFS officers are as under:-

S. No.	Posting of the Officers	Details of Nodal Officer /PAR custodian
1.	DoT HQ / Pr. CsCA /CsCA/ CGCA / NICF / Deputation / Probationers	Smt. Swati Shahi, Director (SEA), DoT e-mail: fin.sparrow.dot@gov.in
2.	Deptt. of Posts HQ/PAOs /DAP	Shri Anurag Srivastava, Director (FA), DoP e-mail: paadm-dpc@gov.in

3. It has been aimed at 100% switching over from manual APAR to online mode of APAR i.e. through SPARROW Portal. All officers are, therefore, requested to ensure that:-

i. Their data is duly mapped in SPARROW system and their SPARROW Account is fully functional at all times;

ii. Their complete details in prescribed format (with all supporting documents / orders) are sent to respective 'Nodal Officer / PAR Custodian' in prescribed format i.e. Annexure-I enclosed for generation of e-APAR for the Reporting Year 2021-22 latest by 18.03.2022. This is prerequisite for timely generation of e-APAR in SPARROW system.

4. **Time schedule for generation and recording of APAR is enclosed.** It is requested to bring the same to the notice of all concerned for strict adherence to the prescribed timelines for writing of APAR to ensure that APAR process is completed in a time bound manner.

5. This issues with the approval of the Competent Authority.

Encl. / As above.

Swati Shahi
11/03/2022
(Swati Shahi)

Director (SEA)

Tel. No. 011-23036590

e-mail: fin.sparrow.dot@gov.in

Copy forwarded for information and necessary action to:-

1. PPS to the Member (Finance), DoT HQ, New Delhi.
2. PSO to the Advisor (Finance), DoT HQ, New Delhi.
3. CGCA / Joint CGCA, Ghitorni, New Delhi.
4. DG / DDGs, NICF, Ghitorni, New Delhi.
5. Sr. DDG (PAF), PA Wing, DoP HQ New Delhi with the request to circulate the O.M. among all IP&TAFS Group 'A' officers posted in Department of Posts.
6. All DDGs / Directors of Accounts and Finance Wing in DoT HQ, New Delhi.
7. Joint Administrator (Finance), USOF DoT HQ New Delhi.
8. All Pr. CsCA / CsCA / Joint CsCA.
9. Director (FA), PA Wing DoP HQ New Delhi.
10. U.S. (SEA) for uploading the document on DoT Website / eOffice.
11. Office Copy.

Time Schedule for preparation / completion of APAR**(Reporting Year 2021-2022)**

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned officers.	31 st March, 2022
2.	Submission of self-appraisal to reporting officer by officer to be reported upon.	15 th April, 2022
3.	Submission of report by reporting officer to reviewing officer.	30 th June, 2022
4.	Report to be completed by Reviewing Officer & to be sent to Administration or CR section or Accepting Authority, wherever provided.	31 st July, 2022
5.	Appraisal by Accepting Authority, wherever provided.	31 st August, 2022
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, 2022 15 th September, 2022
7.	Receipt of Representation, if any, on APAR.	15 days from the date of receipt of communication
8.	Forwarding of representation to the Competent Authority (a) where there is no Accepting Authority for APAR; (b) where there is Accepting Authority for APAR.	21 st September, 2022 06 th October, 2022
9.	Disposal of representation by the 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, 2022
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November, 2022

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi,
23rd July, 2009

OFFICE MEMORANDUM

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-


- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.


(C.A. Subramanian)
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T

Annexure-III

Time schedule for preparation/completion of APAR
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	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/Cell 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	01 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 (a) where there is accepting authority for APAR	21 st September 06 th October
9.	Disposal of representation by the 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

F. No. CS/Adv (Finance)/SPARROW/2021

Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20-Ashoka Road, New Delhi-110 001
[CS & Protocol Section, SEA]

Dated : - 09.09 .2021

OFFICE MEMORANDUM

The Annual Performance Appraisal Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of an officer and for his/her further promotions / career advancements. It is, therefore, essential that they are completed in a time bound manner so that up-to-date APARs are available at any given time.

2. It has been observed that there are instances where confirmation, regular promotion, appointment to sensitive posts, deputation etc., could not be considered in time due to non-availability of APARs for the relevant period. With a view to resolve the issue in emergent situation, No Report Certificate (NRC) is issued. But, subsequently the manual APAR for the same period is also received. In order to streamline the process of recording of manual APAR and online i.e. through SPARROW portal, following procedure may be adopted and followed by all concerned:-

i. In SPARROW portal, e-APAR Work Flow is created by the Custodian based upon basic employee information received from the Officer Reported Upon in prescribed format i.e. Annexure-I to the concerned custodian i.e. CS To Advisor (Finance) Section, DoT, in respect of IP&TAFS Officers Group 'A' working in DoT, Deputation / NICF / Probationers and Nodal Officer of DoP in respect of IP&TAFS Officers Group 'A' working in Department of Post as per DoT O.M. No. CS/Adv (Finance)/SPARROW/2020-21 dated 19.03.2021.

ii. Any delay / mistake in furnishing basic employee information by the Officer Reported Upon will hamper the process of generation of e-APAR. The Officer Reported Upon must furnish information in Annexure-I, period / part wise, well in time with due care as to the correctness of the information. Wherever necessary, following documents may be appended to the Annexure-I (in case of fresh registration on SPARROW, Annexure -I and II, copies enclosed):-

- a. Copy of relieving order from the previous charge and copy of joining report in the current charge for which the APAR is being written.
 - b. In case where option 'NRC' is chosen by the Officers to be reported upon, the ground for NRC should be clearly specified by the officer reported upon i.e. multiple reporting officers, period of service under a Reporting Officer less than three months, availing of Earned Leave / Maternity Leave / Child Care Leave / Study Leave for more than 15 days.
 - c. Leave Orders.
 - d. Training Orders.
 - e. In case Officer reported upon is on deputation, the name of Department / Organization, designation be clearly mentioned in the Annexure-I along with copy of Order and joining report to the post on deputation.
- iii. A Time Schedule for various stages in writing of APAR has been prescribed in DoPT O.M. No. 21011/02/2009-Estt.(A) (Pt-I) dated 23rd July, 2009. A Reporting Officer should not wait till the expiry of time-limit for self appraisal of the Officer to be reported upon. After expiry of the first week of the time-schedule, if self appraisal is not received, the Reporting Officer should remind the Officer to be reported upon in writing / e-mail to submit his self-appraisal within stipulated time-schedule with clear message that if the Officer Reported Upon fails to submit the self appraisal by the stipulated date, the report will be written without self appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer should proceed to write the report on the basis of his own 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.
- iv. The SPARROW portal also provides status check so that the officers know where their APARs are pending as well as what are pending with them. In case, APAR of an Officer Reported Upon is not received by the Reporting Officer, he will intimate the same to CR Section so that the APAR of the officer reported upon may be 'Force Forwarded' to the Reporting Officer for necessary action as envisaged in para iii above.
- v. Reporting Officer and Reviewing Officer are to complete the APAR as per the Time Schedule prescribed. In case the APAR is not initiated by the Reporting Officer for any reason beyond stipulated date of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the Officer to be reported upon and he shall submit manually / forward online all APARs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond stipulated date of the year in which the financial year ended.

vi. In case the remarks of the Reporting officer or Reviewing Officer have not been entered in the APAR due to the concerned officer forfeiting his right to make any entry, a certificate to this effect shall be added in his APAR for the relevant period. In case both the Reporting officer and Reviewing Officer had forfeited their rights to enter any remarks, the APAR format with the self appraisal given by the Officer to be reported upon will be placed in his APAR dossier.

vii. Wherever there is any gap in the APAR during a particular reporting period, it shall be the responsibility of the CR Section to place a No Report Certificate (NRC) indicating the reason(s) e.g.

- a. Officer Reported Upon has not worked for minimum three months under a Reporting Officer;
- b. Officer on leave / training during the period;
- c. Officer was on unauthorized absence;
- d. Officer under suspension;
- e. APAR could not be completed by lapse of the time limit for making remarks by the retired Reporting / Reviewing Officer etc.

In SPARROW portal, NRC can be generated for such no report periods, Study Leave etc. The same shall be downloaded by the CR Section and placed in APAR dossier of the concerned officer. After issue of the NRC, no APAR (manual or online) for the relevant period will be taken on record.

3. In view of prevailing COVID situation, DoP&T vide O.M. No. 21011/02/2015-Estt (A-II)-part.II dated 17th June, 2021 (Copy enclosed) has extended the time schedule for recording and completion of APAR for the Year 2020-21 only. However, timelines for recording and completion of APAR as per DoPT O.M. dated 23rd July, 2009 ibid shall stand and valid from 2021-22 onwards.

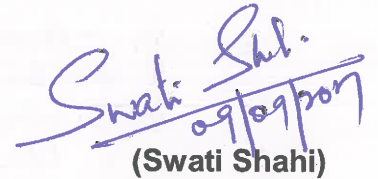
4. Timely writing of APAR is a public duty. Any instances of delay / failure to perform this public duty as per time schedule shall be brought to the notice of the Cadre Controlling Authority for necessary action. The officer concerned shall be personally responsible for the outcome. Hence, time schedule for recording and completion of APAR at all stages should be strictly adhered to by all concerned.

5. In SPARROW portal, the recording and movement of APARs is quick and convenient due to inbuilt alert mechanism through different modes at appropriate stages. It has been aimed at 100% switching over from manual APAR to online mode of APAR i.e. through SPARROW portal.

6. It is requested to bring to the notice of all concerned for strict compliance of the above instructions / guidelines to ensure that APARs are completed in time bound manner. It may be served to all Group 'A' Officers under acknowledgement for future reference.

7. This issues with the approval of the Competent Authority.

Encl. / As above.



(Swati Shahi)

Director (SEA)

Tel. No. 011-23372668

e-mail: fin.sparrow.dot@gov.in

Copy forwarded for kind information and necessary action to:-

1. PPS to the Member (Finance), DoT HQ, New Delhi.
2. PSO to the Advisor (Finance), DoT HQ, New Delhi.
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6. Sr. DDG (PAF), Department of Posts, Dak Bhawan New Delhi-110001.
7. Addl. Administrator, USOF, DoT HQ
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9. All IP&TAFS Group 'A' Officers on deputation by e-mail for their information and compliance please.
10. ADG (SEA).
11. US (SEA-II & Legal) for uploading on the DoT website & e-Office
12. Guard File/Spare.

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