

F. No.100-20/ 2017-STG-1

Government of India
Ministry of Communications
Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road

New Delhi -- 110001

Dated, the 14 June, 2017

OFFICE MEMORANDUM

Sub : Revised e-APAR schedule for 2016-17 APARs

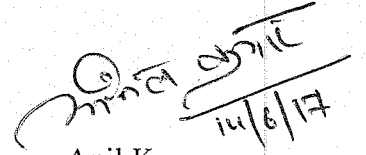
The undersigned is directed to inform that on the directions of DoPT to introduce online filing of APAR through SPARROW system in respect of Group "A" officers of Indian Telecommunication Service (ITS) in the Department of Telecommunications w.e.f. 01.4.2017 (i.e. APAR period 2016-17 onwards), it is observed that process of creation of data and generation of APARs is not yet completed due to various factors such as, non-availability of basic data of officers, non-creation of data at the end of NIC, problems in setting up of workflow of officers, etc. It has been decided to follow a revised time-schedule (for the current year) as indicated below:-

S.No	Activity	Date by which to be completed
1.	Generation of APAR by the Custodian (To individual officer)	15.7.2017
2	Submission of APAR by the individual officer after filling-in of the Self-Appraisal part (To Reporting Authority)	15.8.2017
3	Submission of APAR by the Reporting Authority after assessment (To Reviewing Authority)	15.9.2017
4	Submission of APAR by the Reviewing Authority after assessment (To CR for disclosure)	30.9.2017
5	Submission of APAR by CR for disclosure (To individual officer)	15.10.2017
6	Submission of APAR by individual officer either for closing or with representation (To CR)	30.10.2017

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7	APAR to be finally closed by CR	15.11.2017
8	(In case of representation) Submission of representation by CR (To reporting Authority for consideration)	15.11.2017
9	Submission of representation by Reporting officer after re-assessment (To Reviewing Authority for consideration)	30.11.2017
10	Submission of representation by Reviewing authority after re-assessment (To Accepting/Competent Authority for decision)	15.12.2017
11	Submission of the decision by competent authority (To CR for disclosure)	30.12.2017
12	Submission of the decision by CR for disclosure (To individual officer)	30.12.2017
13	Submission by the individual officer (To CR for closure)	31.12.2017

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


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Anil Kumar

Director (Staff)