

F. No. CS & Protocol/Adv (F)/SPARROW/2021
 Government of India
 Ministry of Communications
 Department of Telecommunications
 20, Ashoka Road, Sanchar Bhawan, New Delhi-110001

Dated: 27-07-2022

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, 06.06.2022 & 13.06.2022 on the subject cited above. The timelines for recording of APAR for the Reporting Year 2021-22 are as under:-

Submission of Self-appraisal to Reporting officer by ORUs	15 th April 2022
Submission of report by reporting officer to Reviewing officer	30 th June 2022
Review of APAR by Reviewing Officer	31 st July 2022

2. But, some of the Reporting Officers have not yet submitted duly reported APARs of their subordinates to Reviewing Officers till date despite lapse of stipulated dates.

3. Hence, all IP&TAFS Group 'A' officers in the role of Reporting Officer are requested to submit duly reported APARs to next stage. Further, all reviewing officers are also requested to review APARs as per stipulated date i.e. 31.07.2022. All IP&TAFS Officers who are on deputation to other Ministries / departments are also requested to liaise with their Reporting / Reviewing officers for reporting / reviewing of their APARs, so as to ensure recording of APARs in time bound manner as per stipulated timelines.

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

Encl./ As above.

(Rajesh Kumar Singh)
 Under Secretary (SEA)
 Tel. No. 011-23036511
 e-mail: fin.sparrow.dot@gov.in

Copy forwarded for kind information and necessary action to:-

1. Sr. PPS to Member (Finance), DoT HQ, New Delhi.
2. Sr. PPS to Advisor (Finance), D 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. Joint Administrator, USOF, DoT HQ, New Delhi.
7. All Pr. CsCA/CsCA/Joint CCA.
8. Sr. DDG (PAF), Department of Posts, Dak Bhawan New Delhi for circulation amongst all IP&TAFS Group 'A' officers in DoP and its field offices.
9. All IP&TAFS Group 'A' Officers working in DoT and its field offices and on deputation to other Ministry/Departments.
10. US (SEA) for uploading the O.M. on the DoT website & e-office.
11. Office Copy.