I/3090870/2023

File No. 71-12/2022-23/APAR   **Time Bound**
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated: - 16.03.2023

Office Memorandum

Subject:- Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW Portal for all ITS Group 'A' and TES Group 'B' officers for the Reporting Year 2022-23-reg

As per DOPT D.O No 21011/2/2015-Estt(A) Part dated 14.9.2022 no further request for submission of APAR in physical form will be entertained. Online recording of APAR through SPARROW Portal has already been introduced by DoT in respect of officers of ITS Group 'A' and TES Group 'B' Cadre.

2. It has been aimed at 100% APAR to be filled in online mode only i.e. through SPARROW portal . All officers are, therefore, requested to ensure that:-

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

ii. Their complete details in prescribed format (with all supporting documents/orders) are to be sent to respective 'Nodal officer/ PAR Custodian' in prescribed format i.e Annexure-I for generation of e-APAR for the reporting year 2022-23 **latest by 25-03-2023.** This is prerequisite for timely generation of e-APAR in SPARROW system.

iii. All Nodal officers have to ensure timely generation of APAR.

3.   Time schedule for generation and recording of APAR (enclosed as Annexure- II) 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.

4.   As per DoT OM of even number dated 23.1.2023, Reporting and reviewing officers will evaluate the performance of individual officer by completed course in IGOT platform.

5.   It may please be noted that the Auto-force forwarding of APARs has been implemented for the APARs for ITS Group A and TES Group B from the year 2021-22 onwards vide DoT OM No 71-12/2021-22/APAR-Part(1) dated 28.3.2022. , i.e. the eAPARs will be automatically force forwarded to next stage if one particular stage is not completed in time bound manner.

6.   It is reiterated that if no self-appraisal is received by the stipulated date, the reporting officer can proceed to write the report on the basis of his 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. Further any failure on the part of the Reporting/ Reviewing Officers to comply the time-schedule will be viewed seriously and in the absence of proper justification for such delay, the officers superior to the Reporting/ Reviewing Officers can issue a written warning for non performing public duty in completing the APARs and place the warning in the APAR dossier of the Reporting/Reviewing Officers concerned.

This issues with the approval of the Competent Authority.

Vinayak Chouksey
Assistant Director (APAR)
Tel No. 23036850

Enclosure: As Above

Signed by Vinayak
Chouksey
Date: 16-03-2023 10:32:23

I/3090870/2023

To,

1. All ITS Group 'A' and TES Group 'B' (AD/SDE/JTO)- For necessary action.
2. All Nodal officers of SPARROW- for n/a and compliance.
3. Director (IT)- For co-ordination with backend team of NIC for Auto-force forwarding of APARs as per time schedule.

Reference. Annexure-III to F. No. 21011/1/2005-Estt (A) (Pt-II) dated 23rd July, 2009

Time Schedule for preparation / completion of APAR

(Reporting Year 2022-23)

S. No.	Activity		Date by which to be completed
1	Distribution of blank APAR forms to all concerned officers.		31st March, 2023
2	Submission of self-appraisal to Reporting Officer by Officer to be reported upon.		15th April, 2023
3	Submission of report by Reporting Officer to Reviewing Officer.		30th June, 2023
4	Report to be completed by Reviewing Officer to be sent to Administration or CR Section or Accepting Authority , wherever provided.		31st July, 2023
5	Appraisal by Accepting Authority, wherever provided		31st August, 2023
6	(a)	Disclosure to the Officer reported upon where there is no Accepting Authority	1st September, 2023
	(b)	Disclosure to the Officer reported upon where there is Accepting Authority	15th September, 2023
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	21st September,2023
	(b)	Where there is Accepting Authority for APAR	06th October, 2023
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		15th November, 2023
11	End of entire APAR process, after which the APAR will be finally taken on record		30th November, 2023

D. Report for the year:
E. Period of Report (From &To in DD/MM/YYYY):
F. eAPAR Part No. (If "Period of Report" is less than a year):

1	Name of the Officer		
2	Date of Birth (DD/MM/YYYY)		
2	SPARROW Employee Code (Refer item b of **Instructions**)		
3	Date of continuous appointment to present grade (Period concerned)	Date	
		Grade	
		Regular/NFU	
4	Date of continuous appointment to present post (Period concerned)	Date	
		Post i.e. Designation during period concerned	
5	**Reporting officer** during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reporting officer part of any SPARROW system of GoI (Yes/No)	
		Name	
		Batch (Allotment year)	
		Service	
		Cadre	
		Designation	
		SPARROW Employee code	
6	**Reviewing officer** during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reviewing officer part of any SPARROW system of GoI (Yes/No)	
		Name	
		Batch (Allotment year)	
		Service	
		Cadre	
		Designation	
		SPARROW Employee code	
	Accepting officer during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is accepting officer part of any SPARROW system of GoI (Yes/No)	
		Name	
		Batch (Allotment year)	
		Service	
		Cadre	
		Designation	
		SPARROW Employee code	
7	Period of absence from duty (on training, leave etc.) during the year. If he has undergone training. Specify complete details or NIL, as the case may be		
	Absence category	Period From	Period To	Type	Remarks

Self Certification: Certified that the information provided above is true and correct to the best of my knowledge.

Signature:
Name:
Mobile No.:

A. Report for the year:

B. Period of Report (From &To in DD/MM/YYYY):

C. eAPAR Part No. (If "Period of Report" is less than a year):

1	Name of the Officer		
2	Date of Birth (DD/MM/YYYY)		
2	SPARROW Employee Code (Refer item b of **Instructions**)		
3	Date of continuous appointment to present grade (Period concerned)	Date	
		Grade	
		Regular/NFU	
4	Date of continuous appointment to present post (Period concerned)	Date	
		Post i.e. Designation during period concerned	
5	**Reporting officer** during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reporting officer part of any SPARROW system of GoI (Yes/No)	
		Name	
		Batch (Allotment year)	
		Service	
		Cadre	
		Designation	
		SPARROW Employee code	
6	**Reviewing officer** during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reviewing officer part of any SPARROW system of GoI (Yes/No)	
		Name	
		Batch (Allotment year)	
		Service	
		Cadre	
		Designation	
		SPARROW Employee code	

7	Period of absence from duty (on training, leave etc.) during the year. If he has undergone training. Specify complete details or NIL, as the case may be				
	Absence category	Period From	Period To	Type	Remarks

Self Certification: Certified that the information provided above is true and correct to the best of my knowledge.

Signature:

Name:

Mobile No.:

71-12/2022-23/APAR

File No. 71-12/2021-22/APAR
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated 28.03.2022

Office Memorandum

Subject: Auto-forwarding of APARs from the assessment year 2021-22

This refers DoT OM No. 100-20/2017-STG-I dated 27.03.2017 (enclosed) regarding implementation of online recoding of Performance Appraisal Reports (PARs) for ITS officers vide which SPARROW was adopted for ITS Group 'A' officers from the year 2016-17 onwards and Manual/ instructions were issued to the individual Officers and Nodal Officers. SPARROW system has further been extended to TES Group 'B' officers from the year 2019-20 onwards.

2.   Though the time-limit for completion of e-APAR cycle, i.e., 31st December of the assessment year in which the assessment year ends, is being followed in sacrosanct manner, the timelines laid down in General Guidelines for recording of APARs by the Reporting, Reviewing and Accepting authorities were not being adhered to strictly.

3.   To ensure time-bound recording of APARs, provision for auto-forwarding of APARs from one stage to the next stage after the specified due date is, therefore, being introduced from the assessment year 2021-22 in SPARROW. Henceforth, APARs will automatically move forward from the account of Officer Reported upon (ORU) to the Reporting authority and thereafter to the next authority on the specified due date even if the APAR is not recorded/ reviewed/ accepted by the concerned authority.

4.   Kind attention is also drawn to DoPT OM No. 35014/4/83-Estt.A dated 23rd Sept, 1985. It is reiterated that *any failure on the part of the Reporting/ Reviewing Officers to comply the time-schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the Reporting/ Reviewing Officers can issue a written warning for the delay in completing the APARs and place the warning in the APAR dossier of the Reporting/ Reviewing Officers concerned and if no self-appraisal is received by the stipulated date, the reporting officer can proceed to write the report on the basis of his 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.*

5.   All concerned are therefore requested to make a note regarding auto-forwarding of APARs from this assessment year i.e. 2021-22 onwards & ensure for writing/ reporting/ reviewing/ accepting as per the timelines (enclosed) or specified from time to time.

Mukesh Meena
28/3/22

(Mukesh Meena)
Director (Staff-III)

Enclosure: As Above.

71-12/2022-23/APAR

806409/2023/O/o DIR(STAFF-II)

To

1. All ITS Group A and TES Group B officers for compliance
2. All Nodal officers of SPARROW for necessary action
3. Director (IT-II), DoT HQ - For Coordinating with NIC backend team for activating auto-forwarding feature in e-SPARROW system for ITS Group 'A' and TES Group 'B' officers from the year 2021-22 onwards.

Copy to:

1. PPS to Hon'ble MoC/ Hon'ble MoSC;
2. PPS to Secretary (T);
3. Member (S)/ Member (T)/ Member (F)/ DG Telecom;
4. Advisor (O)/ Advisor (T)/ Advisor (F)/ AS (T)/ Admn (USOF);
5. CMD BSNL/ MTNL/ BBNL/ TCIL;
6. CVO, DoT HQs;
7. All Heads of LSAs;
8. DG (NTIPRIT)/ Sr DDG (TEC)/ Sr DDG (NCCS)/ SrDDG (SU);
9. JS(T)/ JS(A)/ All DDsG, DoT HQs
10. US (SNG), DoT HQs

Hitesh 28/3/2022

Hitesh
ADG (APAR)

71-12/2022-23/APAR

File No. 71-12/2022-23/APAR
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated 23.1.2023

Office Memorandum

Subject: Inclusion of assessment parameters of iGOT courses undertaken by officers of DoT, in APAR from 2023-24 onwards

Reference: (i)NTIPRIT OM no 1-85/2022-NTI.Admn./MKY dated 3.1.2023
(ii) Training division letter no 53-1/2022-MK-Trg dated 8.12.2022

The undersigned is directed to refer to the National Telecommunications Institute for policy research, innovation and Training (NTIPRIT) OM No 1-85/2022-NTI.Admn./MKY dated 3.1.2023 and training division letter no 53-1/2022-MK-Trg dated 8.12.2022 on the subject cited above and to say that as per directions of NTIPRIT that every individual officer (ITS Group A and TES Group B) must register himself on iGoT portal and enroll himself for relevant courses of his choice and interest available on iGoT portal. Secretary (Telecom) in review meeting of Mission Karmayogi (MKY), has desired that every officer must complete minimum of two courses available on iGOT, before 3lst Jan 2023.

2   Mission Karmayogi - National Program for Civil Services Capacity building, aims to create a "citizen - centric, future - ready civil service, with right attitude, skills and knowledge aligned to the vision of New India". Backbone of Mission Karmayogi i.e. iGoT portal, is an integrated Government online training and learning platform developed under Mission Karmayogi with an objective of building the capacity of Civil Servants not only to perform there day to day functions more efficiently but also to adopt to the changing requirement of the modern era Technology, challenges and citizen centricity.

3 .   All ITS Group A and TES Group B officers are hereby directed to enroll for the iGoT portal and complete minimum of two courses available on iGOT, before 3lst Jan 2023. Further, all officers must comply the instructions issued time to time by NTIPRIT without fail. Further, it may please be noted that APAR of 2023-24 would be evaluated on the basis of assessment of their performance in iGoT training modules. Undertaking MKY courses and active participation in immersion program etc., may be made one of the work items to be reviewed/reported upon by the reporting officer in the APAR. The concerned reporting officers may lay down target for completion of mandatory courses for their team members for the year 2022-23 and 2023-24 based on the Annual Capacity Building Plan(ACBP) being prepared.

(Hitesh)
ADG (STG-III)

Enclosure: As Above.

To
1.   All ITS Group A and TES Group B officers,
2.   All Nodal officers of SPARROW,
3.   DDG (Training)-For information and necessary action please.
4.   Director (IT-II), DoT HQ - For Coordinating with NIC backend team   for creation of instances in SPARROW portal for iGoT training modules   assessment.

Copy to:

I/3081058/2023

I/3081058/2023

1. PPS to Hon'ble MoC/ Hon'ble MoSC;
2. PPS to Secretary (T);
3. Member (S)/ Member (T)/ Member (F)/ DG Telecom;
4. Advisor (O)/ Advisor (T)/ Advisor (F)/ AS (T)/ Admn (USOF);
5. CMD BSNL/ MTNL/ BBNL/ TCIL;
6. CVO, DoT HQs;
7. All Heads of LSAs;
8. DG (NTIPRIT)/ Sr DDG (TEC)/ Sr. DDG (NCCS);
9. JS(T)/ JS(A)/ All DDsG, DoT HQs
10. US (SNG), DoT HQs