

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.
3. CGCA, DoT, NICF Campus, Ghitorni, New Delhi.
4. DG, NICF, Ghitorni, New Delhi.
5. All Sr. DDGs / DDGs of Accounts and Finance Wing in DoT HQ New Delhi.
6. Sr. DDG (PAF), Department of Posts, Dak Bhawan New Delhi-110001.
7. Addl. Administrator, USOF, DoT HQ
8. All Pr. CsCA / CsCA / Joint CCA / G.M (Finance) / DAP.
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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No.21011/02/2015-Estt.(A-II)-part.II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated 17th June, 2021

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2020-21.

The undersigned is directed to invite attention to this Department's OM of even number dated 14.04.2021 on the above subject, extending the timelines for distribution / online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lock down due to spread of corona virus.

2. In view of the prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in Annexure.

3. The extended timelines for the APAR year 2020-21 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed *vide* OM of even number dated 14.06.2021 delinking recording and completion of APAR for the year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of summary of medical report by 31.12.2021, shall stand.


(Murali Bhavaraju) 17/6/21

Deputy Secretary to the Govt of India

All Ministries/Departments/Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoPT, North Block, New Delhi
2. NIC, for uploading in DoPT website

Annexure

Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

| SN | Activity | Date by which activity to be completed |
|-----|---|--|
| (1) | (2) | (3) |
| 1. | Distribution of blank forms/ on line generation of APAR | 31 st July, 2021 |
| 2. | Submission of self-appraisal to the reporting officer | 31 st August, 2021 |
| 3. | Forwarding of report by reporting officer to reviewing officer | 30 th September, 2021 |
| 4. | Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided) | 15 th November, 2021 |
| 5. | Appraisal by Accepting Authority, wherever provided | 15 th December, 2021 |
| 6. | (i) Disclosure of APAR to the officer reported upon where there is no accepting authority | 30 th November, 2021 |
| | (ii) Disclosure of APAR to the officer reported upon where there is accepting authority | 31 st December, 2021 |
| 7. | Receipt of representation, if any, on APAR | 15 days from the date of disclosure |
| 8. | Forwarding of representations to the competent authority | |
| | (i) Where there is no accepting authority for APAR. | 31 st December, 2021 |
| | (ii) Where there is accepting authority for APAR. | 15 th January, 2022 |
| 9. | Disposal of representation by the competent authority. | Within one month of the date of receipt of representation by the competent authority |
| 10. | Communication of the decision of the competent authority on the representation by the APAR Cell | Within 15 days of finalization of decision by competent authority |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record. | 31 st March, 2022 |

Annexure -1

Details to be provided by IP&TAFS Officer(s) to their Nodal officers for generation of PAR for the year 2020-21 (along with relevant documents such as transfer/posting, EOL/Study Leave, retirement etc. order, if any)

*Please submit the details of each part in separate form ()

A. Report for the Year:

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

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

| | | | | | |
|---|--|---|-----------|-------------|---------|
| 1 | Name of the officer | | | | |
| 2 | Date of Birth (DD/MM/YYYY) | | | | |
| 3 | SPARROW Employee Code | | | | |
| 4 | Date of continuous appointment to Present Grade (Period Concerned) | Date | | | |
| | | Grade | | | |
| | | Regular/NFU | | | |
| 5 | Date of continuous appointment to Present Post (Period Concerned) | Date | | | |
| | | Post i.e. Designation during period concerned | | | |
| 6 | 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 | | | |
| 7 | 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 | | | |
| 8 | Period of absence from duty (on training, leave, etc.) during the year. If he/she has undergone training, please specify complete details or NIL, as the case may be | | | | |
| | Absence Category | Period From | Period to | Type/Nature | Remarks |
| | | | | | |
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Leaves (EL/CCL/COML/Study Leave/Training) taken during the year 2020-21.

In case there are multiple periods of reporting and review during the year, details of each reporting/ reviewing officer with period thereof may be provided.

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

Date:

Signature

Name:

Designation:

Staff No.:

Office Contact No./Mobile.:

Email Id:

Note: Kindly forward the Anexure-1 in PDF format (less than 3MB) duly filled in all respect through Email only on fin.sparrow.dot@gov.in.

