

**File No. 71-48/2025/APAR-STG-III
Government of India
Ministry of Communications
Department of Telecommunications**

**Sanchar Bhawan, 20, Ashoka Road,
New Delhi-1; Dated: - 21.03.2025**

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 2024-25-reg

Online recording of APAR through SPARROW Portal has been introduced by DoT in respect of officers of ITS Group 'A' and TES Group 'B' Cadre. In this system, the creation of e-APAR form requires details of the Officer reported upon, his/her Reporting Authority and his/her Reviewing Authority. Therefore, all the officers of ITS Group 'A' and TES Group 'B' are requested to provide such details in the prescribed format (enclosed as Annexure- I&II) to their respective nodal officer immediately, for the creation of their e-APAR for the year 2024-25 in SPARROW system.

2. It is aimed to fill 100% APAR 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 sent to respective 'Nodal officer/ PAR Custodian' in prescribed format i.e Annexure- I & II for generation of e-APAR for the reporting year 2024-25 latest by 28-03-2025. This is prerequisite for timely generation of e-APAR in SPARROW system.

3. 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.

This issue with the approval of the Competent Authority.

Hitesh
ADG (STG-III)
Tel No. 23036605

Enclosure: As Above

To,

1. All ITS Group 'A' and TES Group 'B' (AD/SDE/JTO)- For necessary action.
2. All Nodal officers of SPARROW - For ensuring 100 percent filling of APARs on SPARROW portal.

Digitally signed by
Hitesh
Date: 21-03-2025
11:49:33

Details to be provided by the ITS/GCS-DoT officers to their PAR Custodian/ PAR Manager for generation of PAR

A. Report for the year: 2024-2025

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)				
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 Gol (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
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 Gol (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
8	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.

For Officers working as CVOs on Deputation**Details to be provided by the ITS/GCS-DoT officers to their PAR Custodian/ PAR Manager for generation of PAR**

A. Report for the year: 2024-2025

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)				
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 Gol (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
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 Gol (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
8	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 Gol (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
9	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.

**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	21 st September

	(a) where there is accepting authority for APAR	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