

File No. 71-34/2023-24/APAR  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

**Reminder-II**

Dated: - 12.04.2024

**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 2023-24-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 their complete details/information along with their Reporting and Reviewing authority in the prescribed format for the creation of their e-APAR for the year 2023-24 in SPARROW system to their respective nodal officer immediately.

2. In this regard, all ITS Group A and TES Group B officers have already been informed the timelines of APAR vide OM dated 11.03.2024.

3. As per Timelines for filling of APARs for ITS Group A and TES Group B, last date of submission of annexure by officer reported upon was 31st march. However, it is found the workflows of APARs of some ITS Group A and TES Group B officers are not generated as on date. List of officers whose APAR has not been generated is attached in Annexure-I. Therefore, all the officers of ITS Group 'A' and TES Group 'B' listed in Annexure-I are requested to provide their complete details/information along with their Reporting and Reviewing authority in the prescribed format for the creation of their e-APAR for the year 2023-24 in SPARROW system to their respective nodal officer immediately and nodal officers are requested to generate the APARs of above listed officers on priority.

4. 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 issues with the approval of the Competent Authority.

**Signed by Hitesh**

**Date: 12-04-2024 11:12:13**

Hitesh  
ADG (STG-III)

Tel No. 23036850

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 wide publication among the concerned ITS Group A and TES Group B Officers under their administrative control.

Copy to:

1. Head(s) of all LSAs, TEC, NITPRIT, NCCS Bangalore-for ensuring 100%

- compliance for officers posted under their administrative control
2. CMD BSNL/MTNL- for ensuring 100% compliance for officers posted under their administrative control

S.No	Name (Sh./ Ms.)	Staff No.	Cadre	APAR Status
1	Balwant Rai	111043	ITS	Not started
2	Khushwant Rai	20036	ITS	Not started
3	Deva Nand Sahay	20135	ITS	Not started
4	Pallavi Tandon	20312	ITS	Not started
5	Mumtaj Ahmed	20349	ITS	Not started
6	Arun Pati Tripathi	20597	ITS	Not started
7	Akhil Saxena	20612	ITS	Not started
8	Jagdish Chandra	20626	ITS	Not started
9	Deepak Sharma	20655	ITS	Not started
10	Jitendra Garg	20676	ITS	Not started
11	Rajeev Kumar	20783	ITS	Not started
12	Manoj Kumar Soni	20804	ITS	Not started
13	Sandeep Kumar Keshkar	20822	ITS	Not started
14	Gajendra Singh	21026	ITS	Not started
15	Hemant S Borale	21096	ITS	Not started
16	Deepika Khosla	8578	ITS	Partially Completed
17	Charan Dass	8642	ITS	Partially Completed
18	M. Sathya Priyadharshini	20035	ITS	Partially Completed
19	Sanjay Khare	20133	ITS	Partially Completed
20	Nitin Chayande	20157	ITS	Partially Completed
21	Harsh Vardhan Singh	20179	ITS	Partially Completed
22	Babu C V Ramana	20261	ITS	Partially Completed
23	Salil Kumar	20456	ITS	Partially Completed
24	Rajesh Kumar Panwar	20503	ITS	Partially Completed
25	Krishana Bihari Meena	20521	ITS	Partially Completed
26	Manish Kumar Garg	20573	ITS	Partially Completed
27	C Lalhma Chhuana	20633	ITS	Partially Completed
28	M Thulasi Rajasekhar	20879	ITS	Partially Completed
29	Manish Kumar Vimal	20987	ITS	Partially Completed
30	Mehar Chand Negi	21089	ITS	Partially Completed
31	Mukesh Kumar	21185	ITS	Partially Completed
32	Yashasvi Mund	21285	ITS	Partially Completed
33	Shubhanshu Awasthi	60132	TES-GROUP B	Not started