

100-20/2017-STG-I
Government of India
Ministry of Communications
Department of Telecommunications

4th April, 2019

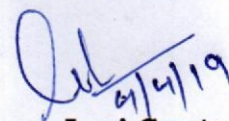
OFFICE MEMORANDUM

Subject: e-APAR schedule for 2018-19 APARs.

The undersigned is directed to refer DoPT OM No. 21011/1/2005-Estt (A) (Pt-II) dated 23rd July 2009 in respect of preparation and maintenance of APARs. Time-schedule for online filing of APAR through SPARROW system in respect of Group "A" officers of Indian Telecom Service (ITS) in the Department of Telecommunications is indicated below.

S. No.	Activity	Date by which to be completed
1	Submission of self-Appraisal to the reporting officer by officer to be reported	15 th April
2	Submission of report by reporting officer	30 th June
3	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section or accepting authority, wherever provided	31 st July
4	Appraisal by accepting authority, wherever provided	31 st August
5	(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	1 st September 15 th September
6	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
7	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is no accepting authority for APAR	21 st September 6 th October
8	Disposal of representation by competent authority	Within one month from the date of receipt of representation
9	Communication of decision of the competent authority on the representation by the APAR cell	15 th November
10	End of entire APAR process, after which APAR will be finally taken on record	30 th November

2. All the Group "A" officers of the ITS cadre are requested to adhere to the above timeline scrupulously.


Lavi Gupta
ADG (Staff)