

F. No. 71-34/2024-APAR
Government of India
Ministry of Communications
Department of Telecommunications
(APAR Section)

Date: 30.04.2024

OFFICE MEMORANDUM

Subject: Auto-forwarding 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.

The undersigned is directed to refer to Do&PT's OM No.22011/I/2005-Estt.(A) (Pt.II) dated 23rd July, 2009 and other relevant circulars wherein instructions regarding timely preparation and recording of the APARs are mentioned. Some of the officers are on election duty and due to this adherence to the timeline mentioned in Do&PT's OM No.22011/I/2005-Estt.(A)(Pt.II) dated 23rd July, 2009 is not feasible for the officers on election duty. Therefore, competent authority has decided to extend the timeline for auto-forwarding of eAPAR at different stages of APARs for the year 2023-24. All the ITS Group 'A' and TES Group 'B' officers requested to strictly follow the timelines given in the Annexure-I for recording the online APARs for the reporting year 2023-24.

2. Further, the APARs will be auto forwarded from the Officer Reported Upon (ORU), Reporting Officer (RO) and Reviewing Authority (RA) for submitting self appraisal/assessment/review. In case of non-submission of self appraisal by ORU, assessment by RO and review by RO within the time limit at respective stages from the last date of completion of activity as mentioned in the Annexure-I, the APARs will automatically get forwarded to RO and then to RA and so on and the respective officers will lose their chances to record their self-appraisal/assessment/review for the period of the APAR and the auto forwarded APAR will not be available to ORU/RO/RA under any circumstances.

3. Therefore, all the Nodal officers for SPARROW may take urgent action as deemed fit so that the APAR exercise for the reporting year 2023-24 can be initiated and completed as per the time schedule. The Nodal Officers are also requested to bring the above facts and timelines to all the officers and their ROs and RAs for timely completion of the APARs.

4. APARs of HAG+ and Apex grade officers shall be generated after revision of form in Sparrow and the same will be intimated in due course.

(Hitesh)
ADG (STG-III)

Copy 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.

Annexure-I

S. No.	Activity	Date by which the activity to be completed and auto forwarding of APARs to next level.
1	Distribution of blank APARs forms to all concerned.	30th April, 2024
2	Submission of self-Appraisal to the reporting officer	15th May, 2024
3	Forwarding of report by reporting officer to reviewing officer	31st July, 2024
4	Forwarding of report by reviewing officer to Administration/ APAR Cell	31st August, 2024
5	Disclosure of APARs to the ORU	1st October, 2024
6	Receipt of representation, if any, on PAR	15 days from the date of receipt of communication
7	Forwarding of representation to the competent authority	Maximum permissible 21.10.2024
8	Disposal of representation by the competent authority	Within one month from the date of receipt of representation

9	Communication of the decision of the competent authority on the representation by the APAR Cell	By 15th December, 2024
10	End of the entire APAR process, after which the APAR will be finally taken on record.	31st December, 2024 Auto Closure of the APAR in Sparrow.