

File No.3-2/2017-SEA-I
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road
New Delhi – 110 001

16th August 2017


Office Memorandum

1. The undersigned is directed to refer to this Department's OM of even No dated 03.05.2017, 12.06.2017, DoP&T OM No 21011/02/2015-Est(A-II)-Part II dated 13.06.2017, OM No.03-02/2017-SEA-I dated 23.06.2017 and 21.07.2017 regarding adherence of the revised time schedule for completion of online filing of APAR (2016-17) through SPARROW in respect of IP&T AFS Group A officers w.e.f. 01.04.2017 (i.e. APAR period 2016-17) and to state that the said time schedule for completion of e APAR has been further reviewed and revised as under:-

Sl No	Activity	Date by which to be completed
(1)	Generation of APAR by the Custodian and transmission to individual officer	25.08.2017
(2)	Submission of APAR by the individual officer after filling in of the Self Appraisal part to 1 st Reporting Authority, wherever applicable.	09.09.2017
(3)(a)	In case of 2 nd Reporting Authority, Submission of APAR by the 1 st Reporting Authority to 2 nd Reporting Authority, wherever applicable	20.09.2017
(3)(b)	Submission of APAR by the 1 st and 2 nd Reporting Authority (as the case may be) after assessment (To Reviewing Authority)	01.10.2017
(4)	Submission of APAR by the Reviewing Authority after assessment (To CR for disclosure)(wherever applicable)	15.10.2017

2. All the Group A officers of the cadre are requested to adhere to the above instructions scrupulously.

3. This issues with the approval of Member(F), Telecom Commission.


(Manish Kumar Gupta)
Director (SEA)
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To

- All Sr DDGs/Pr CCA/DG NICF Ghitorni.
- All DDGs Accts and Fin side DoT Hq/Jt Administrator, USOF.
- All CCAs.
- DDG (PAF), DoP, Dak Bhawan, New Delhi.
- All officers of IP&T AFS Gr A including the officers presently on deputation/training/long leave.

Copy to :-

1. PPS to Member (F), Telecom Commission.
2. PPS to Adv (Fin).
3. Administrator USOF.
4. JS&FA, DoP HQ.
5. JS(A)/DDG(IT)DoT with the request to make necessary changes in the SPARROW Software.
6. DDG (E&F), DoT HQ.
7. NIC/Guard File/Spare.
8. US (SEA II) for uploading on the system/site.