

TIME BOUND**F. No. CS & Protocol/SPARROW/2021**

Government of India
 Ministry of Communications
 Department of Telecommunications
 Sanchar Bhawan, 20, Ashoka Road, New Delhi-110 001

Dated: 04.03.2025

OFFICE MEMORANDUM

Sub. Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW Portal for all IP&TAFS Group 'A' Officers for the Reporting Year 2024-2025- reg.

In accordance with the instructions of DoP&T on the subject, generation and recording of Annual Performance Appraisal Report (APAR) is to be undertaken online through SPARROW Portal in respect of all IP&TAFS Group 'A' Officers. DoP&T vide D.O. No. 21011/2/2015-Estt. (A) Part dated 14th September, 2022 has instructed all the Central Civil Services to switch over to online filing of APAR from the Year 2022-23 positively.

2. Accordingly, this office aims at 100% recording and completion of APARs of IP&TAFS Group 'A' officers for the Year 2024-25 in online mode i.e. through SPARROW Portal. Therefore, all officers are 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) are sent to respective 'Nodal Officer / PAR Custodian' in prescribed format i.e. Annexure-I (enclosed) for generation of e-APAR for the Reporting Year 2024-25 **latest by 17.03.2025**. This is a prerequisite for timely generation of e-APARs in SPARROW system.

3. Nodal Officer / PAR custodian for IP&TAFS Group 'A' officers are as under:-

S. No.	Posting of the Officers	Details of Nodal Officer /PAR custodian
1	DoT HQ /CGCA/ NICF / Pr. CsCA /CsCA/ Jt CsCA Incharge /Deputation / Probationers	Shri Harshvardhan Singh Khangarot Director (SEA), DoT HQ e-mail ID: fin.sparrow.dot@gov.in
2	Deptt. of Posts HQ/PAOs /DAPs	Shri Joseph K. Mathew Director (PA-Admn.), DoP HQ e-mail ID: josephk.mathew@gov.in

K.T.O.

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4. 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.

5. This issues with approval of the Competent Authority.

Digitally signed by
Harshvardhan Singh Khangarot
Date: 04-03-2025 16:06:42

Encl. / As above.

(Harshvardhan Singh Khangarot)
Director (SEA)
Tel. No. 011-23036059
e-mail: fin.sparrow.dot@gov.in

Copy forwarded for kind information and necessary action to:-

1. PSO to the Member (Finance), DoT HQ, New Delhi.
2. PPS to the CGCA, DoT, New Delhi.
3. PSO to the Advisor (Finance), DoT HQ, New Delhi.
4. PPS to the Addl. CGCA, DoT, New Delhi.
5. DG, NCA-F, Ghitorni, New Delhi.
6. Sr. DDG (PAF), PA Wing, DoP HQ, New Delhi with the request to circulate the O.M. among all IP&TAFS Group 'A' officers posted in Department of Posts.
7. All DDGs / Directors of Accounts & Finance Wings in DoT HQ, New Delhi.
8. Joint Administrator (Finance), DBN, DoT HQ New Delhi.
9. All Pr. CsCA / CsCA / Joint CsCA I/c.
10. Director (PA-Admn.), PA Wing, DoP HQ, New Delhi.
11. A.C.A.O. (SEA-II) for uploading the OM on DoT Website / eOffice.
12. Office Copy.

Annexure -I
For Officers posted in DoT Side

Details to be provided by IP&TAFS Group ‘A’ Officer(s) to PAR Custodian/ Nodal officers for generation of e-PAR (along with the relevant documents e.g. Transfer/Posting, Deputation, Training, Retirement, Study Leave/ CCL etc., if any)

- A. Report for the Year: **2024-25**
- B. Period of Report (From & To in DD/MM/YYYY):
- C. e-APAR 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 <i>(as per defined arrangements of Reporting /Reviewing of APAR)</i>	Is Reporting officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code
7	Reviewing Officer during the period of Report <i>(as per defined arrangements of Reporting /Reviewing of APAR)</i>	Is Reviewing Officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code

8	Period of absence from duty (on EL/CCL/COML/Study Leave/Training etc.) during the year. If he/she has undergone training, please specify complete details or NIL, as the case may be				
	Absence Category	Period From	Period to	Type/Nature	Remarks

- Note:** - 1. In case there are multiple periods of report, please submit details for each part of reporting in separate form in .pdf format of less than 3 MB only.
2. Any additional information relevant to generation of e-PAR may also be provided.

Self-Certification: Certified that the information provided above is true and correct to the best of my knowledge and belief.

Date:2025

Signature

Name:

Designation:

Staff No.:

Mobile No.:

e-mail Id:

Annexure -I
For Officers on deputation

Details to be provided by IP&TAFS Group ‘A’ Officer(s) to PAR Custodian/ Nodal officers for generation of e-PAR (along with the relevant documents e.g. Transfer/Posting, Deputation, Training, Retirement, Study Leave/ CCL etc., if any)

- A. Report for the Year: **2024-25**
- B. Period of Report (From & To in DD/MM/YYYY):
- C. e-APAR 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 <i>(as per defined arrangements of Reporting /Reviewing of APAR)</i>	Is Reporting officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code
7	Reviewing Officer during the period of Report <i>(as per defined arrangements of Reporting /Reviewing of APAR)</i>	Is Reviewing Officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code

8	Accepting Authority during the period of report. (<i>wherever applicable and as defined</i>)	Is Accepting Authority part of any SPARROW system of GOI (Yes/No)			
		Name			
		Batch (Allotment Year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee Code			
9	Period of absence from duty (on EL/CCL/COML/Study Leave/Training etc.) during the year. If he/she has undergone training, please specify complete details or NIL, as the case may be				
	Absence Category	Period From	Period to	Type/Nature	Remarks

- Note:** - 1. In case there are multiple periods of report, please submit details for each part of reporting in separate form in .pdf format of less than 3 MB only.
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Date: . . .2025

Signature

Name:

Designation:

Staff No.:

Mobile No.:

e-mail Id:

Annexure -I
For Officers posted in DoP Side

Details to be provided by IP&TAFS Group ‘A’ Officer(s) to PAR Custodian/ Nodal officers for generation of e-PAR (along with the relevant documents e.g. Transfer/Posting, Deputation, Training, Retirement, Study Leave/ CCL etc., if any)

- A. Report for the Year: **2024-25**
- B. Period of Report (From & To in DD/MM/YYYY):
- C. e-APAR 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 <i>(as per defined arrangements of Reporting /Reviewing of APAR)</i>	Is Reporting officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code
7	2 nd Reporting officer during the period of Report <i>(as per defined arrangements of Reporting /Reviewing of APAR)</i>	Is 2 nd Reporting officer part of any SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		SPARROW Employee Code

8	Reviewing Officer during the period of Report <i>(as per defined arrangements of Reporting /Reviewing of APAR)</i>	Is Reviewing Officer part of any SPARROW system of GOI (Yes/No)			
		Name			
		Batch (Allotment Year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee Code			
9	Period of absence from duty (on EL/CCL/COML/Study Leave/Training etc.) during the year. If he/she has undergone training, please specify complete details or NIL, as the case may be				
	Absence Category	Period From	Period to	Type/Nature	Remarks

- Note:** - 1. In case there are multiple periods of report, please submit details for each part of reporting in separate form in .pdf format of less than 3 MB only.
2. Any additional information relevant to generation of e-PAR may also be provided.

Self-Certification: Certified that the information provided above is true and correct to the best of my knowledge and belief.

Date: . . .2025

Signature

Name:

Designation:

Staff No.:

Mobile No.:

e-mail Id: