

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

Time Bound

Dated: - 11.03.2024

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 (enclosed as Annexure-I&II) for the creation of their e-APAR for the year 2023-24 in SPARROW system to their respective nodal officer immediately.

2. It has been aimed at 100% APAR to filled in online mode only i.e. through SPARROW portal except for the officers posted in Cabinet Secretariat. All officers are, therefore, 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/orders) are sent to respective 'Nodal officer/ PAR Custodian' in prescribed format i.e Annexure-I&II for generation of e-APAR for the reporting year 2023-24 latest by 20-03-2024. This is prerequisite for timely generation of e-APAR in SPARROW system.

3. 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.

This issue with the approval of the Competent Authority.

Signed by

Hitesh

Date: 11-03-2024 16:20:58

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 (list attached)- For ensuring 100 percent filling of APARs on SPARROW portal.

Reference. Annexure-III to F. No. 21011/1/2005-Estt (A) (Pt-II) dated 23rd July, 2009

Time Schedule for preparation / completion of APAR

(Reporting Year 2023-24)

S. No.	Activity		Date by which to be completed
1	Distribution of blank APAR forms to all concerned officers.		31 st March, 2024
2	Submission of Self-appraisal to Reporting Officer by Officer to be reported upon.		15 th April, 2024
3	Submission of report by Reporting Officer to Reviewing Officer.		30 th June, 2024
4	Report to be completed by Reviewing Officer to be sent to Administration or CR Section or Accepting Authority, wherever provided.		31 st July, 2024
5	Appraisal by Accepting Authority, wherever provided		31 st August, 2024
6	(a)	Disclosure to the Officer reported upon where there is no Accepting Authority	1 st September, 2024
	(b)	Disclosure to the Officer reported upon where there is Accepting Authority	15 th September, 2024
7	Receipt of Representation, if any, on APAR		15 days from the date of receipt of communication
8	Forwarding of representation to the Competent Authority		
	(a)	Where there is no Accepting Authority for APAR	21 st September, 2024
	(b)	Where there is Accepting Authority for APAR	06 th October, 2024
9	Disposal of representation by the Competent Authority		Within one month from the date of receipt of representation
10	Communication of the decision of the Competent Authority on the representation by the APAR Cell		15 th November, 2024
11	End of entire APAR process, after which the APAR will be finally taken on record		30 th November, 2024

Annexure-I

- A. Report for the year:
 B. Period of Report (From & To in DD/MM/YYYY):
 C. eAPAR Part No. (If "Period of Report" is less than a year):

1	Name of the Officer				
2	Date of Birth (DD/MM/YYYY)				
2	SPARROW Employee Code (Refer item b of Instructions)				
3	Date of continuous appointment to present grade (Period concerned)	Date			
		Grade			
		Regular/NFU			
4	Date of continuous appointment to present post (Period concerned)	Date			
		Post i.e. Designation during period concerned			
5	Reporting officer during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reporting officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
6	Reviewing officer during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reviewing officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
7	Period of absence from duty (on training, leave etc.) during the year. If he has undergone training. Specify complete details or NIL, as the case may be				
	Absence category	Period From	Period To	Type	Remarks

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

Signature:
 Name:
 Mobile No.:

For Officers working as CVOs on Deputation**Annexure-I**

D. Report for the year:

E. Period of Report (From & To in DD/MM/YYYY):

F. eAPAR Part No. (If “Period of Report” is less than a year):

1	Name of the Officer				
2	Date of Birth (DD/MM/YYYY)				
2	SPARROW Employee Code (Refer item b of Instructions)				
3	Date of continuous appointment to present grade (Period concerned)	Date			
		Grade			
		Regular/NFU			
4	Date of continuous appointment to present post (Period concerned)	Date			
		Post i.e. Designation during period concerned			
5	Reporting officer during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reporting officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
6	Reviewing officer during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reviewing officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
	Accepting officer during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is accepting officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
7	Period of absence from duty (on training, leave etc.) during the year. If he has undergone training. Specify complete details or NIL, as the case may be				
	Absence category	Period From	Period To	Type	Remarks

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

Signature:

Name:

Mobile No.:

S.No.	Organization	Name of Nodal officer(Shri/Ms)	Designation	Email ID	Role Assigned
1	BSNL	DEEPAK AGRAWAL	GENERAL MANAGER	deepak.agrawal25@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
2	DOT_ITS_AP	K MURALI KRISHNA	DIRECTOR	km.krishna@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
3	DOT_ITS_AS	DEO SHANKAR	DIRECTOR	deo.shankar@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
4	DOT_ITS_BR	KRISHNA KANT SINHA	DIRECTOR	kk.sinha73@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
5	DOT_ITS_DEP	VINAYAK CHOUKSEY	ASSISTANT DIRECTOR	vinayak.chouksey12@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
6	DOT_ITS_DGTHQ	SHASHANK KUMAR NAMDEO	ADG	shashank.namdeo@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
7	DOT_ITS_DL	MOHD ZAKIR HUSSAIN	DIRECTOR	zakir.its@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
8	DOT_ITS_DOTHQ	VIVEK KRISHNA VERMA	ADET	vivek.verma44@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
9	DOT_ITS_GJ	KHOT BIPIN RAMESH	DIRECTOR	bipin.khot@nic.in	PAR CENTRAL CUSTODIAN (PRIMARY)
10	DOT_ITS_HP	RAVI CHHAWAL	DIRECTOR	ravi.chhawal@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
11	DOT_ITS_HR	KARAN GOYAL	DIRECTOR	karan.goyal88@nic.in	PAR CENTRAL CUSTODIAN (PRIMARY)
12	DOT_ITS_JK	MUSAPHIR RAM	DIRECTOR	musaphir.ram@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
13	DOT_ITS_KA	SUHAS R. DEVASTHALI	DIRECTOR	suhas.devasthali.dot@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
14	DOT_ITS_KL	ANITA RAMDASS	DIRECTOR	anita96.its@nic.in	PAR CENTRAL CUSTODIAN (PRIMARY)
15	DOT_ITS_MB	MAHENDRA KUMAR JAIN	DIRECTOR	jain.mahendra@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
16	DOT_ITS_MH	SARANG MANDVIKER	DIRECTOR	sarang.mandviker.dot@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
17	DOT_ITS_MP	MANISH RATHORE	DIRECTOR	manish.rathore@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
18	DOT_ITS_NE	YOGENDRA SINGH SISODIA	DIRECTOR	ys.sisodia@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
19	DOT_ITS_NTI	MANISH GUPTA	DGM	manish.g74@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
20	DOT_ITS_OD	RAJEN PETER TOPPO	DIRECTOR	rajen.toppo@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
21	DOT_ITS_PB	JAGRAJ SINGH	DIRECTOR	jagraj.singh@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
22	DOT_ITS_RJ	LAKHAN SINGH MEENA	DIRECTOR	lakhansingh.meena@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
23	DOT_ITS_TEC	YOGESH GOYAL	ADET	yogesh.goyal@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
24	DOT_ITS_TN	MOMIDI VENAIHAH	DIRECTOR	m.venaiha@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
25	DOT_ITS_UPE	BEERENDRA KUMAR MAURYA	DIRECTOR	beerendra.m@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
26	DOT_ITS_UPW	SHASHI KUMAR	DIRECTOR	shashi.kumar12@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)
27	DOT_ITS_WB	SUDIPTA ACHARJEE	DIRECTOR	sudipta.acharjee@nic.in	PAR CENTRAL CUSTODIAN (PRIMARY)
28	MTNL	JAYANT KUMAR	GENERAL MANAGER	kumar.jayany89@gov.in	PAR CENTRAL CUSTODIAN (PRIMARY)