

**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: 01.03.2024

**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 2023-2024- 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 its D.O. No. 21011/2/2015-Estt. (A) part dated 14 September 2022 has instructed all the Central Civil Services to switch over to online filing of APAR for 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 2023-24 in online mode i.e. through SPARROW Portal only. 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. Annexures-I (for DoT and DoP side) enclosed for generation of e-APAR for the Reporting Year 2023-24 **latest by 14.03.2024**. This is prerequisite for timely generation of e-APAR 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
i.	DoT HQ/ CGCA/ NICF/ Pr. CsCA/ CsCA/ Joint CsCA / On Deputation/ Probationers	Shri Harshvardhan Singh Khangarot Director (SEA), DoT HQ Email ID: fin.sparrow.dot@gov.in
ii.	Deptt. of Posts HQ/ PAOs/ DAPs	Shri Joseph K. Mathew Director (PA-Admn.) DoP Email 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 the approval of Competent Authority.

Encl. / As above.

Signed by Harshvardhan  
Singh Khangarot  
Date: 01-03-2024 14:13:26

**(Harshvardhan Singh Khangarot)**

Director (SEA)

Tel. No. 011 - 2303 6059

Email: fin.sparrow.dot@gov.in

Copy for 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, NICF, 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), USOF DoT HQ New Delhi.
9. All Pr. CsCA / CsCA / Joint CsCA.
10. Director (PA-Admn.) PA Wing, DoP HQ New Delhi.
11. A.O. (SEA-II) for uploading the document on DoT Website.
12. Office Copy.

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

**Time Schedule for preparation / completion of APAR**

**(Reporting Year 2023-24)**

<b>S. No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>
1	Distribution of blank APAR forms to all concerned officers.	31 <sup>st</sup> March, 2024
2	Submission of Self-appraisal to Reporting Officer by Officer to be reported upon.	15 <sup>th</sup> April, 2024
3	Submission of report by Reporting Officer to Reviewing Officer.	30 <sup>th</sup> June, 2024
4	Report to be completed by Reviewing Officer to be sent to Administration or CR Section or Accepting Authority, wherever provided.	31 <sup>st</sup> July, 2024
5	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August, 2024
6	(a) Disclosure to the Officer reported upon where there is no Accepting Authority	1 <sup>st</sup> September, 2024
	(b) Disclosure to the Officer reported upon where there is Accepting Authority	15 <sup>th</sup> 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 <sup>st</sup> September, 2024
	(b) Where there is Accepting Authority for APAR	06 <sup>th</sup> 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 <sup>th</sup> November, 2024
11	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November, 2024

**Annexure -I**  
For Officers posted in DoT Side and 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: **2023-24**
- 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> ) <i>Note: There is no Accepting Authority in DoT.</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.  
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: . .2024

**Signature**

**Name:**

**Designation:**

**Staff No.:**

**Mobile No.:**

**e-mail Id:**

**Annexure -I**  
For Officers posted in DoP Side

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		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 <sup>nd</sup> Reporting officer during the period of Report <i>(as per defined arrangements of Reporting /Reviewing of APAR)</i>	Is 2 <sup>nd</sup> 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				
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**Self-Certification: Certified that the information provided above is true and correct to the best of my knowledge and belief.**

Date: . .2024

**Signature**

**Name:**

**Designation:**

**Staff No.:**

**Mobile No.:**

**e-mail Id:**