

100-20/2017-STG-I
Government of India
Ministry of Communications
Department of Telecommunications

Dated: 26.03.2019

OFFICE MEMORANDUM

Sub:-Timely generation of APAR in SPARROW for ITS officers for the assessment year 2018-19-reg.

Reference is invited to the subject cited above regarding online recording of APARs of ITS officers through SPARROW.

2. As per the direction of DoPT, The APAR of all the ITS officers are to be reported online through SPARROW system. Accordingly, the officers responsible to generate the APARs [PAR Custodian] are requested to generate the APARs of the officers **by 31.03.2019**, so that the APAR may be completed as per the time schedule.

3. The website enabling recording of APARs for DoT officers is accessible through <https://sparrow-dot.eoffice.gov.in>. In case of any query regarding SPARROW, NIC helpdesk may be contacted as per details below:

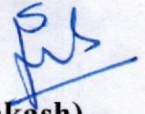
Helpdesk No: 1800111555

Email : support-sparrow@nic.in

4. For any further query, undersigned may be contacted on the details given below-

Email ID: adgstaff-dot@nic.in

5. All the officers should fill their personal details and leave records as per Annexure attached and send the self-certified scanned copy to their nodal officers at the earliest.


(Surya Prakash)
Director (Staff-II)

To,
The PAR Custodians/ Alternate PAR custodians (For ITS Officers).

Copy To,
All ITS Group 'A' Officers to liaise with their PAR Custodians to complete their APAR in time.

Details to be provided by the ITS /GCS-DoT officers to their PAR Custodian/ PAR Manager for generation of PAR

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			
		SPARROW Employee code			
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			
		SPARROW Employee code			
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:
 Mobile No.: