

TIME BOUND/ TOP PRIORITY

**No. 33-05/2024-SEA II
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan – SEA II Section**

Dated March 2024

OFFICE MEMORANDUM

Sub: Rollout of SPARROW Portal for online generation and recording of Annual Performance Appraisal Report (APAR) in r/o all IP&TAFS Gr. B officers in DoT HQ for the Reporting Year 2023-24.

Subsequent to the launch of SPARROW for online AIPR filing in r/o IP&TAFS Group B officers w.e.f January 2024, and in accordance with the instructions of DoP on the subject, generation and recording of Annual Performance Appraisal Report (APAR) is to be undertaken online through SPARROW Portal (<https://sparrow-dot.eoffice.gov.in>) in respect of all IP&TAFS Group 'B' Officers for the Reporting Year 2023-24.

2. Accordingly, the APAR for the Reporting Year 2023-24 shall invariably be submitted on SPARROW portal by all the IP&TAFS Group 'B' officers posted in DoT HQ. This office aims at 100% recording and completion of APARs of IP&TAFS Group 'B' officers for the Year 2023-24 in online mode i.e. through SPARROW Portal only.

3. Therefore, all IP&TAFS Gr. B officers posted in DoT HQ may be directed 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 the prescribed enclosed format Annexure-I (with all supporting documents/orders) are sent to the 'Nodal Officer/ PAR Custodian' for DoT HQ for generation of e- APAR for the Reporting Year 2023-24 latest by 26.03.2024. This is a prerequisite for timely generation of e-APAR in SPARROW Portal.
- iii. separate Annexures are to be submitted in case of change of Reporting Officer for periods more than 3 months, as well as for periods less than 3 months (NRC)

4. Shri Santosh Goswami, AO (SEA-II) DoT HQ has been nominated as Nodal Officer/ PAR Custodian for IP&TAFS Group 'B' officers posted in DoT HQ. (Email ID: sea2-dot@gov.in)

5. For SPARROW related queries/ technical support, the following officers (nominated as members of the Technical Support of DoT HQ) may be reached:

Sl.No.	Name of the Officer	Details of the Officer
1.	Shri Padam Kumar, AO(CS&P) DoT HQ	9968563518/ fin.sparrow.dot@gov.in
2.	Shri Srinivas N, AAO(CS&P) DoT HQ	9035474796/ fin.sparrow.dot@gov.in

6. 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 and to ensure that APAR process is completed in a time bound manner.

7. This issues with the approval of Competent Authority.

Encl.: As above.

Signed by Sanjay Sharma
Date: 20-03-2024 13:26:59

(Sanjay Sharma)
ACAO (SEA II)

1. All DDGs of Accounts and Finance Side, DoT HQ/ Jt.Administrator (F), USOF
2. Shri Santosh Goswami, AO(SEA-II) & Nodal Officer/PAR Custodian in r/o IP&TAFS Gr.B officers of DoT HQ
3. Shri Padam Kumar, AO(CS&P) DoT HQ
4. Shri Srinivas N, AAO(CS&P) DoT HQ
5. Website/eOffice of DoT

Annexure -I

Details to be provided by IP&TAFS Group 'B' 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	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 (as per defined arrangements of Reporting /Reviewing of APAR)	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: .2024

Signature

Name:

Designation:

Staff No.:

Mobile No.:

e-mail Id:

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		Post i.e. Designation during period concerned
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		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 DoP/DoT</i>	Is Accepting Authority part of any SPARROW system of GOI (Yes/No)			
		Name			
		Batch (Allotment Year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee Code			
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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:

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