

No.27-2/2015-CWG  
Government of India  
Ministry of Communications  
Department of Telecommunications

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Room No.620, 6<sup>th</sup> Floor,  
Mahanagar Doorsanchar Bhawan,  
Old Minto Road, New Delhi 110 002

Dated: 29<sup>th</sup> June, 2017.

**OFFICE MEMORANDUM**

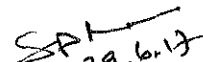
**Sub: Revised e-APAR schedule for 2016-17 APARs**

In Supersession of order of even no dated 14.06.2017, the undersigned is directed to inform that on the direction of DoPT to introduce online filling of APAR through SPARROW system in respect of Group "A" officers of IP&T BWS (Civil wing) cadre in the department of telecommunications w.e.f. 0104.2017 (i.e. APAR period 2016-17 onwards), the revised time-schedule (for the current year) is indicated below: -

Sl. No.	Activity	Date by which to be completed
1	Generation of APAR by the Custodian (To individual officer)	15.7.2017
2	Submission of Self-Appraisal to the Reporting Authority	31.7.2017
3	Forwarding of report by reporting officer to reviewing officer	16.8.2017
4	Forwarding of report by reviewing officer to Administrator/APAR cell or the accepting authority (whenever provided)	31.8.2017
5	Appraisal by accepting authority, whenever provided	15.9.2017
6	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority. (ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	10.9.2017 25.9.2017
7	Receipt of representation, if any, on APAR	15 days from the date of communication
8	Forwarding of representation to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR.	30.9.2017 31.10.2017
9	Disposal of Representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority

10	Communication of the decision of the competent authority on the representation by the APAR cell.	Within 15 days of finalization of decision by the competent authority
11	End of entire APAR process, after which APAR will be finally taken on record.	31.12.2017

2. This OM supersedes all earlier O.Ms. issued by this office in this context. All the Group "A" officers of the IP&T BWS (Civil wing) cadre are requested to adhere to the above instructions scrupulously.

  
 (S.P. Mohapatra)  
 Director(Civil)  
 Ph: 23222045

To,

1. The Director General, DoP, Dak Bhawan, New Delhi - 1
2. The Additional Director General (Coordination), DoP, Dak Bhawan, New Delhi - 1
3. The CE (C), DoP, New Delhi - 1
4. Under Secretary (Admin III) w.r.t. Letter No. A-28012/1/2016-Admn.III dated 16<sup>th</sup> June, 2017
5. All Officers of P&T BWS, Gr 'A' - Civil by email
6. Director (EW), DoT HQ for uploading on DoT website