

भारत सरकार
प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना
10वीं मंजिल, 'D' ब्लॉक, आयकर शिखर,
ऐ. सी. गार्ड्स, हैदराबाद 500-
Fax: 040-23240403
Fax: DC (Vig): 040-23236724
E-mail : vigsechyd@gmail.com



GOVERNMENT OF INDIA
Office of the
Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana
10th Floor, 'D' Block,
IT Towers, A.C.Guards,
Hyderabad – 500 004.
Telephone: DC(Vig):23425484
(Section)23425485, 23425486

F.No.01/Circulars/Con./Vig/APAR/Pr.CCIT, Hyd/2020-21

Dt.10.06.2020

To

All the Group A Officers and B Officers of
Andhra Pradesh and Telangana Region.

Sir/Madam,

Sub : SPARROW Implementation - Detailed instructions for
Submission of APAR in SPARROW Portal and Details of
Custodian and Alternative Custodian in the Pr.CCIT, Andhra
Pradesh and Telangana Charge - Reg.

2. I am directed to inform that the APAR for Group A and Group B Officers who were already submitting their APAR on HRMS have been migrated from HRMS to SPARROW portal w.e.f. F.Y. 2019-20 onwards. In this connection, I am directed to request all the Officers to initiate their APAR on the SPARROW portal on the link <https://sparrow.incometax.gov.in>. The workflow of APAR on the SPARROW portal is as follows,

- i. Initiation (i.e. selection of reporting period, APAR Form type, Reporting Officer, Reviewing Officer etc.) of APAR by the Officer reported upon
- ii. Filling up the Part-1(Basic Information) of APAR by the Custodian/Alternate Custodian
- iii. Submission of self-appraisal by the Officer reported upon
- iv. Reporting evaluation by Reporting Officer
- v. Reviewing evaluation of by Reviewing Officer
- vi. Communication of APAR by the Custodian

The detailed user manual in this regard is enclosed herewith as Annexure -1. The details of Custodian/Alternate Custodian on SPARROW portal has been enclosed as Annexure -2.

3. I am further directed to forward the clarification vide letter in F.No.HRD/PM/APAR/403/SPARROW/2020-21/235 dt.02.06.2020 issued by PDG(HRD), New Delhi in respect of part period APARs pertaining to F.Y. 2019-20 which have already been submitted/pending/completed on HRMS.

4. I am further directed to enclose the letter of HRD in F.No. HRD/PM/APAR/403/SPARROW/2020-21/337 dt.08.06.2020 regarding the submission of APAR on SPARROW portal by the Officers on Deputation, the contents of which are self-explanatory.

5. As per the letter from AddLDGIT-1, HRD dated 28.04.2020 r.w. DOPT OM No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020, the last date for the submission of self-appraisal for F.Y. 2019-20 is 30/06/2020. In this connection, I am directed to request all the Officers to strictly adhere to the timeline.

6. In case any Group A Officer/ ITO has not received the user ID and password for SPARROW portal, I am directed to request that the following details may be sent by email to hyderabad.dcit.hq.vig@incometax.gov.in.

- Name :
- Employee ID :
- Designation :
- E-mail :
- Mobile No. :
- DOB :

7. The Helpdesk number for SPARROW support is 1800111555.

Yours faithfully,


(S.SATHIYA)

Dy.Commissioner of Incometax,
(H.Qrs)(Vig), Hyderabad

Encl : As above



GOVERNMENT OF INDIA
 DIRECTORATE OF INCOME TAX
 (HUMAN RESOURCE DEVELOPMENT)
 CENTRAL BOARD OF DIRECT TAXES
 JAWAHARLAL NEHRU STADIUM 2nd FLOOR, NEW DELHI - 110003.
 Email - pdqithrd.apar@incometax.gov.in

F. No. HRD/PM/APAR/403/SPARROW/2020-21/ 379

Date: 09.06.2020

OFFICE ORDER

Sub: Technical Support Team for SPARROW-reg.

The following Technical Support Team has been formulated under ADG-1, HRD to assist officers for writing APAR on SPARROW.

S.No.	Name	Designation	Phone No.
1	Suraj Sinha	Steno-I	9013854844
2	Pooja Singh	Tech Support, NIC, HRD	7838608776
2	Vivekanand Singh	Tech Support, NIC, HRD	9793111425
3	Kaushal Kishore Singh	MTS	6200197927

Sh. Harvinder Kumar, ADIT (Tech Support), HRD, Ph-9891270688 can be reached for technical support.

The NIC Technical Support may be sought at 1800-111-555.

In case the issue does not get resolved the level may be raised to Sh. Raja Yakoob Farooq, DDIT (SPARROW), HRD, Ph-9953236428 and to Smt. Meeta Singh, ADG-1, HRD, Ph-9910106055.

The User Manual for SPARROW is also enclosed.

(Rashmi Saxena Sahni)
 Pr. Director General of Income Tax,
 HRD, New Delhi

**Directorate of Human Resource Development, CBDT,
New Delhi**

USER MANUAL FOR LOGIN INTO SPARROW

STEP 1. Type URL <https://sparrow.incometax.gov.in>



STEP 2. Navigate to PARICHAY PORTAL



STEP 3. LOGIN USING THE USER ID AND PASSWORD



STEP 4. ON LOGIN A PAGE WILL APPEAR WITH INBOX



Step 5. THEN CREATE WORK FLOW

➤ **By Clicking on USER ASSISTANCE from left side bar.**

➤ **Select CREATE SELF WORK FLOW.**

➤ **For officers who are in the Department they may pick Within the organization, pick Form Type from drop down menu as per the designations, ACIT, ADIT /DCIT, DDIT/JCIT, JDIT and so forth.**

- For officers on Deputation they may pick Form Type from the drop-down menu as under IRS (IT) DEPUTATION. They may select CDBT IT under the option CADRE.
- Here forms used in Ministries are available for all levels.
- The officer may select Reporting and Reviewing Authorities. For selecting Reporting and Reviewing Authority once again either the officer can be picked from drop down menu if within the organization or through a GLOBAL SEARCH Option available to choose from any other Service.
- The officers may also choose option of WORKING, LEAVE OR NRC FOR THE SELECT PERIOD.

ONCE WORKFLOW IS CREATED IT GETS SAVED AND GOES TO CUSTODIAN.

SOP FOR CUSTODIAN/ALTERNATE CUSTODIAN

- **The Custodians /Alternate Custodian will then login from his/her login ID.**
 - **Then the Custodian will go to WORK FLOW from Side Bar.**
 - **Create/update**
 - **Search the Concerned Officer.**
 - **Go to Create Work-Flow**
 - **Then go to Action**
 - **Copy Workflow as filled by the Officer.**
 - **Action to Generate PAR**
 - **Then click on Actions**
-
- **GENERATE PAR**

SECTION 1 OF APAR TO BE FILLED BY CUSTODIAN

- **After filling Basic Data in Section 1 the Custodian will then E-sign using OTP received on his AADHAR linked phone/existing DSC.**



- **The Custodian will then send this APAR to the Officer to be Reported upon.**



- **The Officer Reported upon will be intimated through an email that the verified APAR is ready to be written for self-appraisal.**



- **The officer Reported upon will once again login in through his/her ID into PARICHAY and APAR will be reflected in the My PAR 1.**



- **If the officer reported upon wants any detail in section 1 to be changed, he/she may send an error report to the custodian for such corrections.**

SECTION II TO BE FILLED BY THE OFFICER (SELF-APPRAISAL)

- **By clicking on APAR ID the APAR Section II can be filled.**

 - **After filling this Section the officer will send it to Reporting Officer after E- signing through OTP on Aadhar linked Phone number/existing DSC**

 - **Once the officer reported upon sends the APAR to Reporting officer he/she gets alert on EMAIL.**

 - **Similar steps follow for Reporting and Reviewing officer. Each time they Report or Review they would have to e-sign through an OTP received on Aadhar linked phone number/existing DSC**

 - **The Reviewing officer has an option to accept the grading as given by the Reporting Officer or grade the concerned officer again.**
-
- **If he accepts the APAR goes to Custodian. (CR section)**

 - **If Reviewing Officer wants to give grading again then it can be done by clicking on Appraisal again, which helps coming back**

to grading chart. After grading then the Reviewing can send to CR

- After Reviewing the APAR is received back by the Custodian/Alternate Custodian.
- The Custodian then DISCLOSES to the Officer Reported/Reviewed upon. On disclosure the officer being reported upon has two options either to
- ACCEPT or REPRESENT.
- If the officer accepts APAR it gets CLOSED.
- If the Officer Reported Upon REPRESENTS then once again the APAR opens and WORKFLOW needs to be CREATED.

Important:

- Keep Aadhar linked phone ready for e –sign.
- The OTP generate will have 10 minutes validity.
- The Portal is available on Internet so can be accessed from anywhere.
- The Password provided by NIC can be personalized by visiting <http://Gov.in>
- Please contact @1800111555 for any tech support.

ANNEXURE -2

S.No	Pr.CCIT/CCIT/DGIT	Name of the Charge	Name of the Custodian/ Alternative custodian	Designation	Phone Number
1	Pr.CCIT, Hyderabad	O/o.Pr.CCIT, Hyderabad	S.SATHIYA (Custodian)	DCIT(Hqrs)(Vig), O/o.Pr.CCIT, Hyderabad	8985970489
		CIT(Audit), Hyderabad	ANANTHA LAKSHMI PRASANNA V	ITO(Hqrs)(IAP), O/o.CIT(Audit), Hyderabad	8985970692
		CIT(TDS), Hyderabad	SRIDHAR DOMMETI	ITO(Hqrs)-1, O/o.CIT(TDS), Hyderabad	8985970315
		CIT(A)-8, Hyderabad			
		CIT(ITAT)-1, Hyderabad	HARSHAVARDHAN BHASKARAPANTULLU	ITO(Hqrs), O/o.CIT(ITAT)-1, Hyderabad	8985970643
		CIT(ITAT)-2, Hyderabad	VENKATA MADHAV RENTALA	ITO(Hqrs), O/o.CIT(ITAT)-2, Hyderabad	9502575188
		Pr.CIT-1, Hyderabad	D.BABU RAO	ACIT(Hqrs), O/o.Pr.CIT-1, Hyderabad	8985970225
		CIT(A)-1, Hyderabad			
		Pr.CIT-4, Hyderabad			
		CIT(A)-4, Hyderabad	NAGANANDINI M RAO	ITO(Hqrs), O/o.Pr.CIT-4, Hyderabad	8985970636
2	CCIT, Hyderabad	O/o.CCIT, Hyderabad	N.SRIKANTH	JCIT(OSD), O/o.CCIT, Hyderabad	8985972392
		CIT(Judl), Hyderabad	SRINIVASA SUNDARAM S	ITO(Hq)(Jdl), O/o.CIT(Jdl), Hyderabad	8985970845
		Pr.CIT-2, Hyderabad	RAMANA MURTHY GUDAVALLI	ITO(Hqrs), O/o.Pr.CIT-2, Hyderabad	9440986838/ 8985970878
		CIT(A)-2, Hyderabad			
		Pr.CIT-3, Hyderabad	NAGAMANI ARAVELLI	ITO(Hqrs), O/o.Pr.CIT-3, Hyderabad	8985970416
		CIT(A)-3, Hyderabad			
		Pr.CIT-5, Hyderabad	MD RASHID EQBAL	ITO(Hqrs), O/o.Pr.CIT-5, Hyderabad	8985970771
		CIT(A)-5, Hyderabad			
		Pr.CIT-6, Hyderabad	ASHISH KUMAR SINGH	ITO(Hqrs), O/o.Pr.CIT-6, Hyderabad	9397996904/ 8985970754
		CIT(A)-6, Hyderabad			
Pr.CIT-7, Hyderabad	KALLURU VEERABHADHRA	ITO(Hqrs), O/o.Pr.CIT-7, Hyderabad	8985970411/ 9849616952		
CIT(A)-7, Hyderabad	SATYANARAYANA RAO				

3	CCIT, Vijayawada	O/o.CCIT, Vijayawada	SELVI ARUMUGHAM	DCIT(Hqrs), O/o.CCIT, Vijayawada	9445960150
		Pr.CIT, Vijayawada	SUMANI SREELATHA NIDANAPU	ITO(Hqrs)-1, O/o.Pr.CIT, Vijayawada	9505417741
		CIT(A), Vijayawada			
		Pr.CIT, Guntur			
CIT(A)-1, Guntur	ANJANI DEVI CHERUKURI	ITO(Hqrs)-1, O/o.Pr.CIT, Guntur	9849459394/ 8985970693		
CIT(A)-2, Guntur	VASANTHA LAKSHMI RAYABHARI	ITO(Hqrs)-1, O/o.Pr.CIT, Tirupati	9052744519/ 8985970667		
Pr.CIT, Tirupati					
CIT(A), Tirupati					
CIT(A), Kurmool					
4	CCIT, Visakhapatnam	O/o.CCIT, Visakhapatnam	DHIRAJ PAUL	ACIT(Hq), O/o.CCIT, Visakhapatnam	9401991410
		CIT(DR), ITAT, Visakhapatnam	PRABIR KUMAR PAUL	ITO(ITAT), O/o.CIT(DR), Visakhapatnam	8985970823
		CIT(TDS), Vijayawada	KANAKA DURGA BHAVANI KAJA	ITO(Hqrs), O/o.CIT(TDS), Vijayawada	8985970848
		Pr.CIT-1, Visakhapatnam	SREENIVASA RAO VARANASI	ITO(Hqrs)-1, O/o.Pr.CIT-1, Visakhapatnam	8985970820
		CIT(A)-1, Visakhapatnam	ABBULLU VANAMI	ITO(Hqrs)-1, O/o.Pr.CIT-2, Visakhapatnam	8985970327
		Pr.CIT-2, Visakhapatnam			
		CIT(A)-2, Visakhapatnam			
CIT(A), Rajamahendravaram	GAURI SHANKAR SINGH	DDIT(Inv.)(Hqrs), O/o.DGIT(Inv.), Hyderabad	9323831683 / 9969235138		
O/o.DGIT(Inv.), Hyderabad	VANI RAVI SHANKAR	DDIT(Inv.)(Hqrs), O/o.Pr.DIT(Inv.), Hyderabad	8985970184		
Pr.DIT(Inv.), Hyderabad	D BABITHA	DCIT(Hqrs), O/o.Pr.CIT, Hyderabad	8985970196		
Pr.CIT, Hyderabad					
CIT(A)-11, Hyderabad					
CIT(A)-12, Hyderabad					
5	DGIT(Inv.), Hyderabad	Pr.CIT, Visakhapatnam	LOKESHA	ACIT(Hqrs), Visakhapatnam	8762301359
		CIT(A)-3, Visakhapatnam			

6 Residuary Charges	DIT(I& CI), hyderabad	MONIKA POULDAS	ITO(Hqrs), O.o.DIT(I & CI), Hyderabad	8985970524
	CIT(Exemp), Hyderabad	RAMASUBRAMANIAN NARAYANAN IYER	ACIT(Hq), O/o.CIT(Exemp), Hyderabad	9820666699
	CIT(A)-9, Hyderabad			
	CIT(IT & TP), Hyderabad	BRAHMAJI KOTA	ITO(Hqrs)-1, O.o.CIT(IT & TP), Hyderabad	8985970656
	CIT(A)-10, Hyderabad	LAKSHMI SRINIVAS AMBADIPUDI	ITO(Hqrs), O/o.Pr.CIT(ReAC)-1, Hyderabad	9440523470/ 8985970729
	Pr.CIT(ReAC)-1, Hyderabad	BALA RAJU PODIUM	ITO(Hqrs), O/o.Pr.CIT(ReAC)-2 Hyderabad	9849886252/ 8985970682
Pr.CIT(ReAC)-2, Hyderabad				



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES
JAWAHARLAL NEHRU STADIUM 2nd FLOOR, NEW DELHI - 110003.
Email - pdqithrd.apar@incometax.gov.in

F. No. HRD/PM/APAR/403/SPARROW/2020-21/235

Date: 02.06.2020

To.

All the Pr. CCSIT/ Pr. DGSIT

Sub: SPARROW (Smart Performance Appraisal Report Recording Window) implementation in the Income Tax Department for APAR writing from F.Y. 2019-20 onwards -reg.

Please refer to the above

2. The Competent Authority has approved migration of APAR for both Group-A and Group-B officers from HRMS portal to SPARROW portal w.e.f. F.Y 2019-20 onwards. In this connection following decisions have been taken: -
 - a) All cases of part APAR for 2019-20 written on HRMS and already reported upon, will continue on HRMS and need not be written again on SPARROW. Access to HRMS would continue to be available for Review only in all such cases.
 - b) For all the cases not falling in (a) above, APAR will now be written on SPARROW only. APARs for 2019-20, which had been written on HRMS, but have not been reported upon, will have to be submitted/written afresh on SPARROW.
 - c) HRMS portal for Group A and Group B officers (ITOs) has been deactivated and therefore all officers are directed to write their APARs on SPARROW portal now onwards.
 - d) For drawing NRC on SPARROW portal the Competent Authority will recommend the NRC after verifying all the facts as submitted by the officer on SPARROW portal The competent Authority for all grades will be the Pr.CCIT concerned in all regions whereas the Competent Authority will be Pr.DGIT (HRD) for the Officers posted in CBDT and on deputation

(RASHMI SAXENA SAHNI)
Pr. Director General of Income Tax,
HRD, New Delhi



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)
CENTRAL BOARD OF DIRECT TAXES
JAWAHARLAL NEHRU STADIUM 2nd FLOOR, NEW DELHI - 110003.
Email - pdqithrd.apar@incometax.gov.in

F. No. HRD/PM/APAR/403/SPARROW/2020-21/337

Date: 08.06.2020

OFFICE ORDER

Sub: SPARROW for IRS (IT) officers on Deputation-reg.

This is to inform that in order to make SPARROW Portal available to the IRS (IT) officers on deputation a dropdown option has been made available by the name CBDT-IT Deputation. All officers on deputation may now write APAR on SPARROW after selecting CBDT-IT Deputation in Global organization. HRD would be the Custodian for all officers on deputation for the time being.

All the officers on deputation are requested to send certified basic details for Part I of the APAR to ADG-1, HRD at meeta.singh@incometax.gov.in or DDIT(SPARROW), HRD at raja.y.farooq@incometax.gov.in. The copy of Part I of the APAR is enclosed (also available on the official website irsofficersonline.gov.in)

Encl: As above.

(Rashmi Saxena Sahni)
Pr. Director General of Income Tax,
HRD, New Delhi

Copy to:

1. ADG-3, HRD, 2nd Floor, JLN Stadium, New Delhi-11003.

Pr. Director General of Income Tax,
HRD, New Delhi