

भारत सरकार  
प्रधान मुख्य आयकर  
आयुक्त का कार्यालय  
आंध्रप्रदेश व तेलंगाना  
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F.No. SPARROW/APARs/Pr.CCIT/2021-22

Dt: 07.09.2021

To

Concerned Officers & Officials,  
AP & TS Region.

Sub : Filing of APARs for the Reporting Year 2021-22 to the Reporting Officer Sri Ramesh Chand, the then Pr.CIT(ReAC)(VU), Guntur - Reg.

- Ref : (i) Letter vide F.No. HRD/PM/APAR/403/SPARROW/2021-22/4747dt. 26.08.2021  
(ii) Corrigendum letter vide F.No. HRD/PM/APAR/403/SPARROW/2021-22/4766 dated 27.08.2021.  
(iii) Corrigendum letter vide F.No. HRD/PM/APAR/403/SPARROW/2021-22/4786 dated 31.08.2021.

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Please refer to the above.

I am directed to inform that the functionality for writing of APARs on SPARROW Portal for reporting year 2021-22 has been disabled by the NIC temporarily till 30.10.2021 vide Board's letters dated 26.08.2021, 27.08.2021 and 31.08.2021 referred @ **Sl. nos. (i), (ii) & (iii) above (copy enclosed)**.

Sri Ramesh Chand, IRS retired on superannuation on 31.08.2021. All Officers of Gr. 'A' cadre and ITOs worked under Sri Ramesh Chand, IRS are directed to submit their self-appraisal for the relevant part period pertaining to the F.Y. 2021-22 immediately to the reporting officer Sri Ramesh Chand, IRS **manually in terms of Board's letters referred @ Sl. nos. (i), (ii) & (iii) above**.

I am further directed to request the concerned Officers/officials to submit their self-appraisal for the relevant part periods at the earliest.

Yours faithfully

(M. SATISH)

Addl. Commissioner of Income-tax  
(Hqrs)(Admn. & Vig), Hyderabad



GOVERNMENT OF INDIA

DIRECTORATE OF INCOME TAX

CENTRAL BOARD OF DIRECT TAXES

HUMAN RESOURCE DEVELOPMENT

2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium, New Delhi-110003.

F.No. HRD/PM/APAR/403/SPARROW/2021-22/ 4747

Dated: 26/08/2021

To

All Pr. CCsIT (CCA)/ Pr. DGsIT/ CCsIT/DGsIT

(Kind Attention: Primary Custodians O/o Pr.CCIT (CCA) Headquarters)

**Subject:** Initiation of APAR cycle for the "Reporting Year 2021-22" on SPARROW - reg.

**Ref:** F.No. HRD/PM/APAR/403/SPARROW/2020-21/4503 dated 18/08/2021

Respected Madam/Sir,

1. Kindly refer to the above.
2. In this regard, it is submitted that the revised APAR formats introduced in view of the Faceless Assessment Schemes, for writing of APARs for the RY 2020-21 onwards have been approved by the Competent Authority and will soon be available on SPARROW. In view of the same, the functionality for writing of APARs on SPARROW for RY 2021-22 has also been disabled by NIC temporarily, till the new APAR formats are operationalized. Only, the workflows for APARs for RY 2021-22 which have already been created/ completed on SPARROW will remain functional till the APARs are closed after being duly reported and reviewed.
3. In such cases, it is submitted that where the Reporting/Reviewing Officers of the Officers Reported Upon (ORU) are retiring and would be unable to grade the APARs after 30.04.2021, they may get their APARs written/graded manually as a one time

measure and send to HRD by 30.10.2021 so that such APARs can be uploaded on SPARROW. No such case where the Reporting Authority/Reviewing Authority is retiring after 30.09.2021 should write manual APAR as the SPARROW with new forms would be available after 30.10.2021 for APAR writing.

4. This issues with the approval of the Competent Authority.

Yours faithfully,

*Rachna*  
(Rachna Chhokar) 26/08/2021  
DDIT (SPARROW) (HRD)  
New Delhi

**Copy to:** The web manager, [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) with the request to upload the letter.



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F.No. HRD/PM/APAR/403/SPARROW/2021-22/4766

Dated: 27/08/2021

To

All Pr. CCsIT (CCA)/ Pr. DGsIT/ CCsIT/DGsIT

(Kind Attention: Primary Custodians O/o Pr.CCIT (CCA) Headquarters)

Subject: Corrigendum regarding typological error in date w.r.t F.No. HRD/PM/APAR/403/SPARROW/2021-22/4747 dated 26.08.2021- reg.

Respected Madam/Sir,

1. Kindly refer to the above.
2. In this regard, it is directed to submit that in para 3 of the aforementioned letter, the date 30.04.2021 may kindly be read as 30.09.2021.
3. This issues with the approval of the Competent Authority.

Yours faithfully,

*Rachna*

(Rachna Chhokar)  
DDIT (SPARROW) (HRD)  
New Delhi

Copy to: The web manager, [www.irsolicersonline.gov.in](http://www.irsolicersonline.gov.in) with the request to upload the letter.





Government of India  
Directorate of Income Tax  
Central Board of Direct Taxes  
Human Resource Development  
2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium, New Delhi-110003.

F.No. HRD/PM/APAR/403/SPARROW/2021-22/ 4786

Dated: 31/08/2021

**CORRIGENDUM**

To

All Pr. CCsIT (CCA)/ Pr. DGsIT/ CCsIT/DGsIT

(Kind Attention: Primary Custodians O/o Pr.CCIT (CCA) Hqrs)

Sub: Initiation of APAR cycle for the "Reporting Year 2021-22" on SPARROW -  
reg.

Ref-1: F. No. HRD/PM/APAR/403/SPARROW/2020-21/4503 dated 18/08/2021 and

Ref-2: F. No. HRD/PM/APAR/403/SPARROW/2021-22/4747 dated 26/08/2021.

Sir/Madam,

Kindly refer to the letter F. No. HRD/PM/APAR/403/SPARROW/2021-22/4747 dated 26/08/2021 on the subject mentioned above.

2. Since DoPT is yet to provide timelines for APAR writing for APAR for the year 2021-22, accordingly the para 3 of the above-mentioned letter stands modified to be read as:

"3. In such cases where the Reporting/Reviewing Officers of the Officers Reported Upon (ORU) are retiring and would be unable to grade the APARs after 30.09.2021 they may get their APARs written/graded manually as a one-time measure and send to HRD, so that such APARs can be uploaded on SPARROW. No such case where the Reporting Authority/Reviewing Authority is retiring after 30.09.2021 may write

manual APAR as the SPARROW with new forms would be available after 30.10.2021 for APAR writing.”

3. This issues with the approval of the Competent Authority.

Yours faithfully,



(Rachna Chhokar)  
DDIT (SPARROW) (HRD)

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DDIT (SPARROW) (HRD)