

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त का कार्यलय  
आन्ध्र प्रदेश एवं तेलंगाणा,  
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**CONFIDENTIAL**

F.No.Circulars/Con./Vig./2020-21

Date: 08.01.2021

**MEMORANDUM**

Sub : Change of Role of Alternate Custodian on SPARROW Portal - Reg.  
Ref : This Office Memorandum dt.24.07.2020 regarding Implementation of APAR writing on SPARROW from 2019-20 onwards, uploaded in website www.incometaxhyderabad.gov.in

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Kind reference is invited to the above.

2. In connection with assignment of Alternate Custodian role on SPARROW, kind attention is invited to para 6 of this Office memorandum dated 24.07.2020 which reads as follows :

*“ Any change in incumbent alternate Custodian owing to reasons like transfer, retirement, long leave etc., should be intimated by the concerned CCIT/DGIT/PCIT/CIT immediately to the Pr.CCIT, Hyderabad with details of the new incumbent and copy of CTC for allotment of the Alternate Custodian role to the new incumbent.”*

3. However, many requests for change of Alternate Custodian Role are being directly sent by the Relieved Officer or New Incumbent instead of sending them through concerned CCIT/DGIT/PCIT/CIT. In this regard, it is once again requested to ensure that any request for change of role of Alternate Custodian on SPARROW Portal is strictly sent by/ through concerned CCIT/DGIT/PCIT/CIT.

Yours faithfully,

(PEEYUSH SÖNKAR)  
Commissioner of Income Tax  
(Admn & TPS), Hyderabad

Encl : As above.

To  
All the CCsIT/DGsIT/PCsIT/CsIT in AP & Telangana Region

भारत सरकार  
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SPARROW/APARs/Gr. 'A'/Pr.CCIT/2020-21. **CONFIDENTIAL** Dt.24.07.2020

**MEMORANDUM**

Sub : Implementation of APAR writing on SPARROW from 2019-20 onwards-In accordance with APAR guidelines - Reg.

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Kind reference is invited to the above.

2. As already informed vide various letters and SMS, the APAR in respect of Group A Officers and Income Tax Officers has to be mandatorily generated on SPARROW portal (<https://sparrow.incometax.gov.in>) from the year 2019-20 onwards. Further, as per DoPT OM No. 21011/02/2015-Estt(A)-Part-II dated 11/06/2020, the last date for online generation of APAR is 31<sup>st</sup> July 2020 and that for submission of self-appraisal is 31<sup>st</sup> August 2020. However, as per the data available on the SPARROW portal, as on 23/07/2020 only 24 Group A Officers and 26 Group B Officers have Created the self-work flow as against the cadre strength of 210 Group A Officers and 313 ITOs posted in Andhra Pradesh & Telangana Region.

3. It is further seen that a few Officers who have not yet received the User ID and Password for SPARROW are not sending the requisite details to the email ID: [hyderabad.dcit.hq.vig@incometax.gov.in](mailto:hyderabad.dcit.hq.vig@incometax.gov.in) in spite of repeated reminders sent by this office vide letter dated 10.06.2020 and various SMS. In this connection it is hereby informed that any request for User ID & Password will not be accepted after 27/7/2020. Further, the Alternate Custodians are requested to co-ordinate between the concerned officers reported upon and DCIT (Hqrs.) (Vigilance), O/o. Pr. CCIT, Hyderabad to ensure that all the

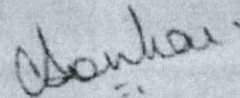
officers receive the User ID and Password on or before 28/7/2020. It may further be noted that writing the APAR manually for the year 2019-20 and subsequent years is strictly prohibited.

4. Since 2019-20 is the first year for which the APARs shall be written on SPARROW, considerable time is required to get familiarized with various functionalities of the portal and to solve the technical issues faced thereon. Hence, all the Officers and Alternate Custodians are requested to initiate the APAR process well in advance and latest by 30/07/2020 so as not to miss the deadlines. I am directed to convey that failure to write the APARs on SPARROW within the prescribed time-limits by the Officer reported upon, Reporting Officer and Reviewing Officer will be viewed seriously and appropriate action will be taken for non-compliance.

5. Annexure-2 enclosed may be referred for ascertaining concerned reporting and reviewing officers.

6. Any change in incumbent alternate custodian owing to reasons like transfer, retirement, long leave etc., should be intimated by the concerned CCIT/DGIT/PCIT/CIT immediately to the Pr. CCIT, Hyderabad with details of the new incumbent and copy of CTC for allotment of the alternate custodian role to the new incumbent.

It is further requested to ensure that the guidelines enclosed herewith as Annexure-1 are adhered to.



(Peeyush Sonkar)

Commissioner of Income Tax  
(Admn. & TPS), AP&TS, Hyderabad

Encl. As above.

To

All the Officers of Gr. 'A' cadre and ITOs posted in AP & TS Region.