

भारत सरकार
प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना
10 वीं मंजिल, 'D' ब्लॉक, आयकर शिखर, ऐ. सी.
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सत्यमेव जयते

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. SPARROW/APARS/PCCIT/2020-21

Date: 06/04/2021

To

All the Officers of Group 'A' Cadre and ITOs posted in Andhra Pradesh & Telangana Region

Madam/Sir,

Sub: Guidelines for SPARROW users for filing APARs for the reporting year 2020-21 – Reg.

Ref : 1) Guidelines issued vide this Office Memorandum dated 24/07/2020
2) SOP issued by HRD vide letter dated 22/03/2021 as forwarded vide this Office letter dated 26/03/2021.

Kind reference is invited to the above.

2. As already informed vide this Office letter dated 26/3/2021, the last date for submission of self-appraisal of APAR for the year 2020-21 on SPARROW portal is **15/04/2021** and the hard copy of the basic information in the prescribed format along with relevant supporting documents has to be submitted by the Officer reported upon to the respective Alternate Custodian well in advance so that the APARs can be generated before 10/04/2021 by the Alternate Custdians. The SOP issued by HRD vide its letter dated 22/03/2021 was already uploaded on the website www.incometaxhyderabad.gov.in on 26/03/2021. All the concerned Officers and Alternate Custodians are requested to follow the SOP. The names of Alternate Custodians in respect of various PCIT/CIT charges are uploaded on the website www.incometaxhyderabad.gov.in.

3. In addition to the guidelines issued by this Office vide letter dated 24/07/2020, the following guidelines and steps may also be followed.

- It is requested to use the link <https://sparrow.incometax.gov.in> for submission of APAR on SPARROW portal.
- On Sparrow portal, the workflow has to be created and saved by the Officer reported upon by clicking on the menu User Assistance on the side bar →

Create Self Workflow → Select Reporting Year → Click Create Workflow → Select the Organisation → Select the Reporting Period → Select the status NRC/Working → Select the Form Type → Click Actions → Click Continue → Select the name of Reporting Officer and Reviewing Officer → fill the remarks column if any → upload the reference documents → Save. Once the workflow is saved, the Alternate Custodian can access it from his/her login.

- After the Workflow is created/saved by the Officer reported upon, the Alternate Custodian have to generate the APAR by clicking the menu Workflow on the side bar → Click Create/Update → Search the concerned Officer reported upon by employee code/name → select the officer's name from the dropdown list → click search → Click Update Workflow → Click Actions → Click Generate PAR → fill the basic information as submitted by the Officer and verified by the DDO in physical form → upload the reference documents if any → click Send to the Officer reported upon → Sign it using DSC or AADHAR linked mobile number.
- The APAR generated by the Alternate Custodian will appear in the Inbox of the Officer reported upon for submission of self-appraisal. The Officer reported upon has to submit the self appraisal by clicking Inbox on the side bar → click My PAR → Select the APAR relevant to a particular reporting period → fill the self appraisal → submit → Sign it using DSC or AADHAR linked mobile number.
- Though on SPARROW portal, the name of the Primary Custodian only appears, the hard copy of Basic information should be submitted to the respective alternative custodians as per the above mentioned list and respective alternate custodians have to fill the basic information on the SPARROW portal and generate the APARs in respect of the Officers to whom they are alternate custodians.
- It may be noted that the reporting period has to be split only Reporting Officer-wise irrespective of having multiple reviewing officers during that period (i.e. One Reporting Officer One APAR).
- As per HRD's letter dated 03/02/2021, till the grade of PCIT, the Primary Custodian in the O/o. Pr. CCIT, Hyderabad should be chosen as the Competent authority for NRC. The present primary custodian is Ms. Sathiya Sivaprakasam (Employee Code: 166941). Hence, while creating the workflow for NRC, the above mentioned primary custodian should be selected as the competent authority by all the Officers till the grade of PCIT.
- For the details of Reporting Officers and Reviewing Officers in respect of the Officers posted in ReFAC (Regional Faceless Assessment Centre) and RFAC (Regional Faceless Appeal Centres), the letters dated 10/09/2020 and 14/10/2020 of ITA-1, CBDT, New Delhi may be referred to respectively.

- For the Officers of the rank of CIT and above, kind reference is invited to Order of HRD dated 26/02/2021 wherein it is stated that consequent to Orders of CBDT dated 13/08/2020, 27/08/2020 and 25/09/2020 whereby existing posts as on date of the said orders were diverted to the newly created charges; the Officers in the grade of CCIT, PCIT and CIT holding posts as mentioned in Column No. (3) of the above said orders as their substantive charges, are deemed to have joined as OSD in the office of the Pr. CCIT of the respective region with effect from date of relevant diversion orders till date of joining in the substantive posts as per subsequent orders issued by CBDT in this regard.
 - Further reference is invited to Guidelines issued by this Office vide Memorandum dated 24/07/2020, this Office letter dated 26/03/2021, order dated 26/02/2021 of HRD, letter dated 10/09/2020 and 14/10/2020 of ITA-1, CBDT, New Delhi which are uploaded on the website www.incometaxhyderabad.gov.in.
3. All the Officers and alternate custodians are requested to expedite the process to ensure smooth completion of the process of APAR submission on the SPARROW portal.

(Peeyush Sonkar)
Commissioner of Income Tax (Admn. & TPS)
O/o. Pr. CCIT, Hyderabad.

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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.

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 31st July 2020 and that for submission of self-appraisal is 31st 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 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

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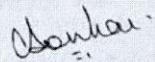
officers receive the User ID and Password on or before 28/7/2020. It may further be noted that writing the APAR manually for the year 2019-20 and subsequent years is strictly prohibited.

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.

Guidelines for writing APARs on SPARROW

The following guidelines have been prepared in response to various queries raised by the Alternate Custodians and Officers.


- 1) The Self Work-flow has to be created by the Officer reported upon properly for all part periods and the same should be informed to the respective alternate custodian for further action. The following may be ensured while creating the self-work flow.
 - a) If there are multiple reporting (part) periods during the year 2019-20, the APAR/NRC for all the relevant part periods may be initiated at the same time. For subsequent years, the APAR/NRC may be initiated as and when it becomes due.
 - b) The APAR must be written Reporting Officer-wise and name of Reviewing Officer must be chosen in accordance with HRD's letter F.No. HRD/PM/APAR/403/HRMS/3/2018-19/898 dated 10.05.2019. (Copy enclosed). For instance, when there are 2 or more reporting Officers during the year, then the reporting period should be broken based on the period worked under each reporting Officer. In such cases, the Reviewing Officer with more than 90 days or who was latest Reviewing Officer (if he/she has more than 90 days) will review the APAR. If the APAR is submitted by the Officer reported upon in accordance with the above mentioned letter of HRD, then the Reviewing Officer shall not refuse to write the Reviewing Evaluation for the relevant reporting period even if he was not the reviewing officer throughout such period provided he was the reviewing officer for more than 90 days.
 - c) Where an officer has taken Earned Leave for a continuous period of more than 15days (excluding Prefix & Suffix), the total period spent on leave can be deducted from the total period spent on any post, for the purpose of computing the period of 3 months which is relevant for writing of entries in the APAR. Leave taken in the short term duration need not be treated as relevant for the purpose. (Ref. DOPT OM No.21011/1/2006-Estt.(A) dated 16.06.2006 (Copy enclosed)).

- d) When the Reporting Officer has retired/ has been transferred out, the APAR for the period worked under the concerned Reporting Officer must be written within 1 month of retirement/transfer, provided such period is more than 90 days. When there is change in Reporting Officer owing to the transfer of the Officer reported upon, the APAR has to be written within one month, provided such period is more than 90 days. Once the self-work is created, the same has to be informed to the Alternate Custodian for further necessary action. In such cases, the alternate Custodians shall fill the basic information and generate the APAR immediately (without waiting till the end of the year) so as to complete the APAR process within one month of transfer/retirement of the reporting officer.
- e) In the menu '**Organisation Posted**', 'CBDT-IT-AP & Telangana' should be selected even if the APAR pertains to a period during which the Officer worked in other regions. The Officers posted in Directorate of Investigation, I & CI, Exemptions, International Taxation & Transfer Pricing, ReAC etc., should also select 'CBDT-IT-AP & Telangana' as the 'Organisation Posted'.
- f) For a particular part period during which the Officer reported upon was absent from duty for reasons like Maternity leave, Child Care Leave, EOL, Under suspension, Unauthorized absence, joining time etc., and for the period during which the officer worked under a particular reporting officer for less than 90 days, in the menu '**Status**', NRC should be selected and the incumbent Pr. CCIT, Hyderabad should be selected as the 'NRC Competent Authority' (Ref. HRD letter in F.No. HRD/PM/APAR/403/SPARROW/2020-21/235 dated 02/06/2020 (copy enclosed)) even if the Officer reported upon who is presently posted in Andhra Pradesh & Telangana Region but had worked in other regions during the NRC period. The reason for NRC and details of reporting and reviewing officers should be stated in the 'Remarks' Column and relevant supporting documents viz. leave proceedings, SR Extracts etc should be uploaded. If multiple NRCs are there for consecutive periods, then a single NRC form would suffice. However, each individual part period wise reason for the NRC and details of respective reporting and reviewing officers have to be filled in Remarks Column and relevant supporting documents should be uploaded.
- g) For the part reporting period of more than 90 days for which APAR is required to be written, the status should be selected as 'Working' and the name of the reporting/reviewing officers should be selected appropriately.

- h) For the part reporting periods during which none of Reviewing Officer supervised the work of the officer for more than 90 days, the name of Reviewing the Officer should be selected as 'No Reviewing Authority' by performing the following steps.

Click Search Icon against the Reviewing Officer → Type 'No Review' in the Employee Name → Select 'N' from the dropdown menu by clicking IRS-IT → Click Search → Click '12345TEMP No Reviewing Authority'

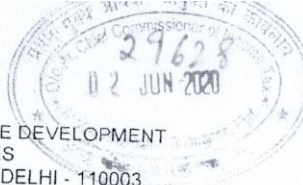
In the Remarks Column, the reason for No Review along with the name of the Reviewing Officer during the particular period should be mentioned.

- i) W.r.t. APAR for part period of more than 90 days, if the names of concerned reporting officers / reviewing officer do not appear in drop down list, select the global search tab  and search for the officers by name, Civil Code etc.,
- j) W.r.t. the APARs in the case of officers working in Hqrs./ Admin of CIT/Pr.CIT/CCIT/Pr.CCIT, a reference may be made to HRD's letter F.No.HRD/PMD/APAR/403/5/2015-16/9345 dated 17.03.16 (Copy enclosed). In cases where said letter is applicable, the name of Reviewing Officer may be selected as 'No Reviewing Authority' and in the remarks column the reason for selecting 'No Reviewing Authority' should be stated by quoting the above mentioned letter of HRD.

For any further assistance, the respective alternate custodians may be contacted.

ii) Guidelines for Alternate Custodians

- a) The properly filled DDO certified copy of basic information in physical form cross verified/counter signed by the Officer reported upon should be obtained by the alternate custodians at the earliest.
- b) The alternate custodians should ensure that the correct data is entered in the Basic Information Part of the APAR on SPARROW portal.
- c) Any request for deletion of wrongly created workflow, should be made in writing addressed to the Primary Custodian (DCIT(HQ)(Vig)) through the respective Alternate Custodian.



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.

pl circulate to all
concerned.

an 04/06/20.

CIT(Adm)

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

devis

Ms. Saxena



GOVERNMENT OF INDIA, MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT

2nd Floor, Jawaharlal Nehru Stadium, New Delhi-110003

F. No. HRD/PM/APAR/403/HRMS/3/2018-19/376

Date: 10 May 2019

All the Pr. Chief Commissioner of Income tax
All the Pr. Director General of Income tax

Sir / Madam,

Sub: Frequency of reporting of APAR through HRMS – regarding -

The APAR module in ITBA provides for more than one APAR in a single reporting year, even if there is no change in Reporting Officer (but change in Reviewing Officer), which results in multiple APARs / NRC for a single reporting year.

In this regard, DoPT's O.M. No. 51/5/72-Estt.(A) dated the 20th May, 1972 (para – 6) prescribes period and frequency of reporting. The relevant part of the said OM reads as under:

- 6.1 In every Department confidential reports should be recorded annually, preferably for the period covered by the financial year.
- 6.2 There is no objection to two or more independent reports being written for the same year by different reporting officers in the event of a change in the reporting officer during the course of a year provided that no report should be written unless a reporting officer has at least three months experience on which he can base his report. In such case, each report should indicate precisely the period to which it relates and the reports for the earlier part or parts of the year should be written at the time of transfer or immediately thereafter and not deferred till the end of the year.

Further as per Letter No. 27-3/79-Disc. I dated 11th September 1981 of DG, P&T -

- (i) If an officer is transferred during the middle of the reporting year, he should immediately write the CRs of his subordinates in respect of the year for the period up to the date of his transfer, provided that the period is at least three months, and the report should be submitted to the reviewing authority who will retain them in his custody and record his remarks in the reviewing portions in the last of the reports for the year, taking into account the reports of the previous portion of the year also, submitted to him by the transferred officers, at the time of their transfer.
- (ii) If the reviewing authority is transferred not simultaneously with Reporting Officer, but after sometime, he will hand over such reports to his successor and the successor will review the report if he happens to have three months experience. Otherwise, the previous reviewing authority will review the reports at the end of the year.
- (iii) If, however, a reviewing authority retires while there is no change in the Reporting Officer and subsequent reviewing authority does not have three months experience of the work and conduct of the reportee, the reviewing portion will be left blank with a suitable note, recorded therein. This note can be recorded by the new reviewing authority who could not review the report because he did not have even three month's experience, or by the Reporting Officer himself.

The above OM / letter dated 20.05.1972 and 11.09.1981 in respect of frequency of writing of APARs should be strictly followed.

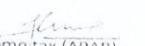
This issues with the approval of the Pr. Director General of Income tax, HRD.

Yours faithfully,


(Sunil Kumar)
Asstt. Director of Income tax (APAR)
DIT (HRD), New Delhi

Copy to:

- 1 The Joint Secretary (Admin), CBDT, North Block, New Delhi for information & necessary action.
- 2 The Data Base Cell with request to upload on website www.irs-officersonline.gov.in


Asstt. Director of Income tax (APAR)
DIT (HRD), New Delhi


No. 21011/1/2006-Estt.(A)
Govt. of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

New Delhi, 16th January, 2006

OFFICE MEMORANDUM

Subject: Treating of the period of Earned Leave taken during the period of report for the purpose of computing 3 months of service under a Reporting/Reviewing Officer.

The undersigned is directed to state that in accordance with the existing instructions of this Department, the Reporting and Reviewing Officers are required to have at least 3 months experience of supervising the work and conduct of the Govt. servant reported upon to record their assessment in the Annual Confidential Report(ACR). The question of treating the period of Earned leave availed at a time for more than 15 days by the officer to be reported upon, during the period of report has been considered in this Department. It has now been decided that where an officer has taken Earned Leave for a period of more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for purposes of computing the period of 3 months which is relevant for writing of entries in the ACR. Leave taken for short term duration need not be treated as relevant for the purpose.


(C.A. Subramanian)

DY. SECRETARY TO THE GOVT. OF INDIA

To:

All Ministries/Departments of Govt. of India

Copy to:

1. Comptroller & Auditor General of India, New Delhi
2. Union Public Service Commission
3. Central Vigilance Commission, New Delhi
4. Central Bureau of Investigation, New Delhi
5. All Union Territory Administrations
6. Lok Sabha/Rajya Sabha Secretariat
7. All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
8. All officers and sections in the Ministry of Personnel, PG and Pension
9. NIC (DoP&T) for placing this Office Memorandum on the website of DoP&T
10. Hindi Section for Hindi version of the OM.

Government of India
Directorate General of Income Tax (HRD)
Central Board of Direct Taxes
ICADR Building, Plot No. 6, Vasant Kunj, Institutional Area, Phase-II
New Delhi-110070

F.No. HRD/PMO/APAR/403/5/2015-16/ 213/15

Dated 17th March, 2016

To,

All Principal Chief Commissioners of Income tax (CCA)
/ Pr.DGIs of Attached Directorates

Sir/Madam

- Sub. Clarification regarding issue related with the requirement of review in the cases of officers working in Hqrs./Admin (where the reporting officer is in the two or more levels higher rank than the officer reported upon) - reg.
- References have been received in this Directorate regarding the issue whether the APARs in the case of officers working in Hqrs./Admin of CIT/Pr.CIT/CCIT/Pr.CCIT are required to be reviewed by officer who is one rank higher i.e. CCIT/Pr.CCIT/Member, CBDT wherever the case may be. It is noted that in few such cases, the APARs have been received in this Directorate with the remarks that comments of Pr.CIT/CCIT/Pr.CCIT should be taken as final and the comments of Reporting Officer should be taken as comments of the Reviewing Officer also.
 - The matter has been examined and it is now decided that APARs in the case of officers working in Hqrs./Admin of CIT/Pr.CIT/CCIT/Pr.CCIT will be treated as complete after reporting by concerned CIT/Pr.CIT/CCIT/Pr.CCIT and the comments of the reporting officer in such cases will be treated as final.
 - This issues with the approval of Chairman, CBDT.

Yours faithfully,

(Rajeev Kumar)

JDIT (PMO & HRMS)

Copy to

the web Manager for www.irssoftwareonline.gov.in to upload it on the website

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23425485 & 23425486 (Section)


F.No. SPARROW/APARs/Gr 'A'/Pr.CCIT/2020-21 **CONFIDENTIAL** **Dt: 27.07.2020**

CORRIGENDUM

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

Ref : This Office memorandum of even no.dt.24.07.2020.

The words 'more than 90 days' in this office memorandum of even no.
dt.24.07.2020, may please be read as 'at least 90 days'.


(PEEYUSH SONKAR)

Commissioner of Incometax (Admn & TPS)
O/o.Pr.CCIT, Hyderabad.

To

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

List of Primary/Alternate Custodians in Pr.CCIT AP & TS Charge

Sl. No	Pr.CCIT/CCIT/DGIT	Name of the Charge	Name of the Custodian/ Alternative custodian Mr./Ms.	Designation
1	Pr.CCIT, Hyderabad	Pr.CCIT, Hyderabad	S Sathiya (Primary Custodian)	DCIT(Hqrs)(Vig)(i/c), O/o.Pr.CCIT, Hyderabad
2		CIT(Audit), Hyderabad	ANANTHA LAKSHMI PRASANNA V	ITO(Hqrs)(IAP), O/o.CIT(Audit), Hyderabad
3		CIT(TDS), Hyderabad	RAMESH	ITO(Hqrs)-1, O/o.CIT(TDS), Hyderabad
		CIT(AU)-8, Hyderabad		
4		CIT(ITAT)-1, Hyderabad	HARSHAVARDHAN BHASKARAPANTULU	ITO(Hqrs), O/o.CIT(ITAT)-1, Hyderabad
5		CIT(ITAT)-2, Hyderabad	VENKATA MADHAV RENTALA	ITO(Hqrs), O/o.CIT(ITAT)-2, Hyderabad
6		CIT(DR), ITAT, Visaskhapatnam	RAMANA MURTY VENKATA REDDI	ITO(ITAT), O/o.CIT(DR), Visakhapatnam
7		Pr.CIT-1, Hyderabad	M USHA SREE	ITO(Hqrs), O/o.Pr.CIT- 1, Hyderabad
		CIT(AU)-1, Hyderabad		
		CIT(AU)-3, Hyderabad		
		CIT(AU)-6, Hyderabad		
8		Pr.CIT-4, Hyderabad	NAGANANDINI M RAO	ITO(Hqrs), O/o.Pr.CIT- 4, Hyderabad
	CIT(AU)-4, Hyderabad			
	CIT(AU)-7, Hyderabad			

9	CCIT, Hyderabad	CCIT, Hyderabad	MOOKAMBIKEYAN S	DCIT(Hqrs), O/o.CCIT, Hyderabad
10		CIT(Judl), Hyderabad	RAMA SHIV KUMAR YERRA	ITO(Hq)(Jdl), O/o.CIT(Jdl.), Hyderabad
11		Pr.CIT-2, Hyderabad	MOHAN RAO PINJERLA	ITO(Hqrs), O/o.Pr.CIT-2, Hyderabad
		CIT(AU)-2, Hyderabad		
		CIT(AU)-5, Hyderabad		
12		Pr.CIT, Vijayawada	RUPALAKSHMI SIRIPURAPU	ITO(Hqrs)-1, O/o.Pr.CIT, Vijayawada
		CIT(AU)-1, Vijayawada		
		CIT(AU)-1, Guntur		
		CIT(AU)-2, Guntur		
13		Pr.CIT, Tirupati	VASANTHA LAKSHMI RAYABHARI	ITO(Hqrs)-1, O/o.Pr.CIT, Tirupati
		CIT(AU)-1, Tirupati		
		CIT(AU)-1, Kurnool		
14		CIT(TDS), Vijayawada	KANAKA DURGA BHAVANI KAJA	ITO(Hqrs), O/o.CIT(TDS), Vijayawada
15		Pr.CIT-1, Visakhapatnam	SREENIVASA RAO VARANASI	ITO(Hqrs)-1, O/o.Pr.CIT-1,

		CIT(AU)-1, Visakhapatnam		Visakhapatnam
		CIT(AU)-2, Visakhapatnam		
		CIT(AU), Rajahmundry		
16	CCIT ReAC, Vijayawada	CCIT(ReAC), Vijayawada	D V Subrahmanyam	ITO(Hq), O/o.CCIT(ReAC), Vijayawada
17		Pr.CIT(ReAC)(AU)-1, Hyderabad	Santhi Sudha Mandava	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -1, Hyderabad
18		Pr.CIT(ReAC)(AU)-2, Hyderabad	K Raghuram	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -2, Hyderabad
19		Pr.CIT(ReAC)(AU)-3, Hyderabad	Srinivas Rao Kanamarlapudi	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -3, Hyderabad
20		Pr.CIT(ReAC)(AU)-4, Hyderabad	Md Rashid Eqbal	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -4, Hyderabad
21		Pr.CIT(ReAC)(VU)-1, Hyderabad	Ramakrishna Nethi	ITO(Hq), O/o.Pr.CIT(ReAC)(VU) -1, Hyderabad
22		Pr.CIT(ReAC)(RU)-1, Hyderabad	Kalluru Veerabhadhra Satyanarayana Rao	ITO(Hq), O/o.Pr.CIT(ReAC)(RU) -1, Hyderabad
23		CCIT ReAC, Visakhapatnam	CCIT(ReAC), Visakhapatnam	Ravi Joga Rao Sambhara
24	Pr.CIT(ReAC)(AU)-1, Visakhapatnam		Srinivasa Rao Nanduri	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -1, Visakhapatnam
25	Pr.CIT(ReAC)(VU)-1, Guntur		Kishore Kumar J G S	ITO(Hq), O/o.Pr.CIT(ReAC)(VU) -1, Guntur
26	DGIT(Inv.), Hyderabad	DGIT(Inv.), Hyderabad	GAURI SHANKAR SINGH	DDIT(Inv.)(Hqrs),O/o.D GIT(Inv.), Hyderabad
27		Pr.DIT(Inv.), Hyderabad	R JAYA KUMAR	DDIT(Inv.)(Hqrs),O/o.P R.DIT(Inv.), Hyderabad
28		Pr.CIT©, Hyderabad	MYTHILI T	DCIT(Hqrs), O/o.Pr.CIT©, Hyderabad
		CIT(A)-11, Hyderabad		
		CIT(A)-12, Hyderabad		
29		Pr.CIT©, Visakhapatnam	GOPAL NAIK M	ACIT(Hqrs)(C), Visakhapatnam
	CIT(A)-3, Visakhapatnam			

30	Residuary Charges	DIT(I& CI), hyderabad	MONIKA POULDAS	ITO(Hqrs), O.o.DIT(I & CI), Hyderabad
31		CIT(Exemp), Hyderabad	SADDIK AHMED	DCIT(Hq), O/o.CIT(Exemp), Hyderabad
		CIT(AU)-9, Hyderabad		
32		CIT(IT & TP), Hyderabad	BRAHMAJI KOTA	ITO(Hqrs)-1, O.o.CIT(IT & TP), Hyderabad.
		CIT(A)-10, Hyderabad		

F No. 187/3/2020-ITA-I
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)

North Block, New Delhi - 110001.
Dated the 10th September, 2020

ORDER

Subject: Order under section 119 of the Income-tax Act, 1961 assigning the role of Pr.CCsIT (Jurisdictional) and Pr. CCIT (NeAC) - Regarding.

In continuation to the order under Section 119 of the IT Act, F. No. 187/3/2020-ITA-I, dated 20th August, 2020 and in further clarification to the same, the Central Board of Direct Taxes, in exercise of powers under section 119 of the Income-tax Act, 1961 (hereinafter referred to as the Act) hereby directs that:-

- a. The Pr. CCsIT (Jurisdictional) will be the cadre controlling authority for the Faceless charges along with the Jurisdictional Hierarchy.
- b. That the CCsIT (ReAC) will report to the PrCCIT of the region under whom he/she is posted. The APAR of the CCsIT (ReAC) and the Pr. CsIT (ReAC) will be reported and reviewed respectively by the Pr. CCIT of the region.
- c. The Pr. CCIT of the region shall be responsible for completion of disposal targets of the Faceless Hierarchy.
- d. The Pr. CCsIT of the region shall also be responsible and accountable for all day to day administrative matters and functioning of the Faceless Hierarchy except those assigned to Pr.CCIT (NeAC).

2. In furtherance of the above, the CBDT also clarifies that the role of the Pr.CCIT (NeAC) will *inter-alia* be as under and he/she shall be responsible for -

- a. Overall implementation of Board's policy with respect to Faceless Scheme in the NeAC and ReAC.
- b. Formulating the guidelines and SOPs required for the work to be done by the Assessment Units/Verification Units/Review Unites/Technical Units with prior approval of the Board.

- c. Formulating the roles for various income tax authorities posted in the ReAC hierarchy.
- d. Ensuring that the Technical Units provide a considered view on legal matters and provide technical support required by Assessment Units/Verification Units/ Review Units.
- e. Ensuring that the computer systems with the ReACs function properly and all the functionalities in this regard also function satisfactorily. He will be the interface between ReACs and Directorate of Systems and advise the Board of appropriate action at appropriate time and in appropriate circumstances.

3. This order comes into effect immediately.

4. The Hindi version of this order shall follow.

Gulzar
10/09/20

(Gulzar Ahmad Wani)

Under Secretary to the Government of India

Copy to:

1. PS to FM/OSD to FM/PS to MoS (R)/OSD to MoS(R)
2. PS to Secretary(Finance)/(Revenue)
3. Chairman, CBDT & All Members, CBDT
4. All Principal Chief Commissioners of Income-tax / Principal Director Generals of Income-tax.
5. Pr. Chief Controller of Accounts, New Delhi
6. All Joint Secretaries/CsIT, CBDT
7. Web Manager, O/o Pr.DGIT(Systems) with request to upload on the departmental website.
8. Commissioner of Income-tax (Media & TP) and official Spokesperson, CBDT, New Delhi.
9. Secretary General, IRS Association/ Secretary General, ITGOA/ All-India Income Tax SC & ST Employees' Welfare Association / Income Tax Employees Federation (ITEF).
10. JCIT, Data-Base Cell for uploading on irsofficersonline.org.
11. ADG (Systems)-4 for uploading on the website of Incometaxindia.gov.in

sd.

(Gulzar Ahmad Wani)

Under Secretary to the Government of India

F No. 187/3/2020-ITA-I
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)

North Block, New Delhi - 110001.
Dated the 14th October, 2020

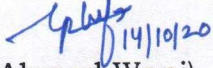
Subject: Order under section 119 of the Income-tax Act, 1961 assigning the role of Pr.CCsIT (Jurisdictional) and Pr. CCIT (NFAC) - Regarding.

With the launch of the Faceless Appeal Scheme, 2020, the Income Tax Department is moving towards minimal interface with maximum governance. In order to effect the same, the National Faceless Appeal Centre (hereafter referred to as NFAC), Delhi has been created under Principal Chief Commissioner of Income-tax (NFAC) and 4 Regional Faceless Appeal Centres (hereinafter referred to as RFACs) under Chief Commissioner of Income-tax, (RFAC) at 4 centres, vide S.O. 3309 (E) Notification No. 81/2020/F.No/279/Misc./66/2014-SO-ITJ (Pt). In order to streamline the working of such Faceless Appeal Centres, the Central Board of Direct Taxes, in exercise of powers under section 119 of the Income-tax Act, 1961 (hereinafter referred to as the Act) hereby directs that:-

- a. The Pr.CCsIT (Jurisdictional) shall be the cadre controlling authority for the NFAC and RFACs respectively.
- b. That the CCsIT (RFAC) will report to the Pr.CCsIT of the region under whom he/she is posted. The APAR of the CCsIT (RFAC) and the CsIT (posted in Appeal Units) will be reported and reviewed respectively by the Pr.CCsIT of the region.
- c. Pr. CCIT (NFAC) may give his/her inputs to Pr. CCsIT of region, to be considered while writing the APAR of CCsIT (RFAC) and CsIT(posted in Appeal Units).
- d. The Pr.CCsIT of the region shall be responsible for completion and disposal of targets of the CsIT (posted in Appeal Units).
- e. The Pr.CCsIT of the region shall also be responsible and accountable for all day to day administrative matters and functioning of the Faceless Appeal Hierarchy except those specifically assigned to Pr.CCIT (NFAC).


2. In furtherance of the above, the CBDT also clarifies that the role of the Pr.CCIT (NFAC) will *inter-alia* be as under and he/she shall be responsible for -

- a. Overall implementation of Board's policy with respect to Faceless Appeal Scheme, 2020 in the NFAC and RFACs.
 - b. Formulating the guidelines and SOPs required for the work to be done by the CsIT (posted in Appeal Unit) with the prior approval of the Board.
 - c. Formulating the roles for various income tax authorities posted in the RFACs hierarchy.
 - d. Ensuring that the computer systems with the RFACs function properly and all the functionalities in this regard also function satisfactorily. He will be the interface between RFACs and Directorate of Systems and advise the Board of appropriate action at appropriate time and in appropriate circumstances.
3. This order comes into effect immediately.
4. The Hindi version of this order shall follow.


(Gulzar Ahmad Wani)
Under Secretary to the Government of India

Copy to:

1. PS to FM/OSD to FM/PS to MoS (R)/OSD to MoS(R)
2. PS to Secretary(Finance)/(Revenue)
3. Chairman, CBDT & All Members, CBDT
4. All Principal Chief Commissioners of Income-tax / Principal Director Generals of Income-tax.
5. Pr. Chief Controller of Accounts, New Delhi
6. All Joint Secretaries/CsIT, CBDT
7. Web Manager, O/o Pr.DGIT(Systems) with request to upload on the departmental website.
8. Commissioner of Income-tax (Media & TP) and official Spokesperson, CBDT, New Delhi.
9. Secretary General, IRS Association/ Secretary General, ITGOA/ All-India Income Tax SC & ST Employees' Welfare Association / Income Tax Employees Federation (ITEF).
10. JCIT, Data-Base Cell for uploading on irsofficersonline.org.
11. ADG (Systems)-4 for uploading on the website of Incometaxindia.gov.in


(Gulzar Ahmad Wani)
Under Secretary to the Government of India



सत्यमेव जयते

GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
CENTRAL BOARD OF DIRECT TAXES
HUMAN RESOURCE DEVELOPMENT

2nd Floor, Jawaharlal Nehru Stadium, New Delhi-110003.

F. No. HRD/AD/800/3/2020-21/ 8708


Dated: 26/02/2021

ORDER

Consequent to the CBDT order No. 149 of 2020, F.No. A-11011/2/2019-Ad-VI dated 13.08.2020, CBDT order No. 155 of 2020, F.No. A-11011/2/2019-Ad-VI dated 27.08.2020 and CBDT order No. 182 of 2020 [F.No. A-11011/2/2019-Ad-VI] dated 25.09.2020 whereby existing posts as on the date of the said orders were diverted to the newly created charges; the officers, in the grade of CCIT, PCIT and CIT, holding posts as mentioned in the **Column No. (3)** of the above said orders as their substantive charge, are deemed to have joined as OSD in the office of Pr. CCIT of the respective region with effect from the date of relevant diversion orders till date of joining in the substantive post as per subsequent orders issued by CBDT in this regard.

It is further directed that whenever a post gets diverted on account of an order issued by CBDT in this regard, the officer holding that post will be deemed to have joined as OSD in the office of Pr. CCIT of the respective region with effect from the date of relevant diversion order. No separate orders shall be necessary for the purpose.

This issues with the prior approval of the Chairman, CBDT.


(Meeta Singh)
ADG-1 (HRD)

Copy to:
All Pr. CCsIT (CCA) for information and necessary action.



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
(HUMAN RESOURCES DEVELOPMENT)

2nd Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003.

F.No. HRD/PM/APAR/403/SPARROW/2020-21/7705

Dated: 03/02/2021

To,

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

{Attn. All Primary Custodians and Alternate Custodian}

Sir/Madam,

Subject: Representation, Drawing of NRCs and Completion of APARs on SPARROW-reg.

In this regard, please find the guidelines and procedures regarding the disposal of Representations and drawing of NRCs as approved by the Competent Authority:

1. Disposal of Representations:

a) For officers upto Joint/Addl.CIT level:

- Once Represented the APAR, would flow to Primary Custodian who would then follow the following steps:

Step-1: Primary Custodian will recreate Workflow for Representation.

- Primary Custodian O/o Pr.CCIT (CCA) would select himself/herself as Competent Authority-1 & 2 in the workflow.
- Skip the Reporting and Reviewing stage in the representation workflow since the same will be dealt manually.
- The representation against the grading in APAR would go to Competent Authority-1 i.e. Primary Custodian.

APAR----- →Representation----- →Primary Custodian----- →Competent Authority-1/Primary Custodian-- → Skip Reporting and Reviewing---- → Competent Authority-2/Primary Custodian

Step-2: Competent Authority-1/Primary Custodian would download the representation.

- Manually seek comments from Reporting and Reviewing officers.

Step-3: Competent Authority-1/Primary Custodian will put up the comments of the reporting and the reviewing authorities so received to Pr.CCIT (CCA) physically on file with complete set of facts. Pr.CCIT (CCA) being the COMPETENT AUTHORITY would take decision on representation.

Step-4: On the basis of the approval so received the Orders disposing the representation would be then uploaded to SPARROW by Competent Authority-2/Primary Custodian.

Step-5: Same would then be communicated to the officers by the Primary Custodian.

“This is applicable for both Group ‘A’ and Group ‘B’.”

To sum up upto Addl.CIT level Primary Custodian will choose him/her as Competent Authority-1 and Competent Authority-2 and act on behalf of Competent Authority (Pr.CCIT/Pr.DGIT) for downloading Representations, seeking comments from Reporting/Reviewing officers and putting it up before the Competent Authority (Pr.CCIT/Pr.DGIT) for his or her decision and uploading on SPARROW.

b) For the rank of CIT and PCIT:

- Once represented the APAR, would flow to Primary Custodian who would then follow the following steps:

Step-1: Primary Custodian will recreate Workflow for Representation.

- Primary Custodian O/o Pr.CCIT (CCA) would select DDIT (APAR) in the workflow as Competent Authority-1 & 2.
- Skip the Reporting and Reviewing stage in the representation workflow since the same will be dealt manually.

The representation against the grading in APAR would go to Competent Authority-1& 2/DDIT (APAR)(HRD).

*APAR----- →Representation----- →Primary Custodian O/o Pr.CCIT (CCA)-----
→Competent Authority-1 & 2/ DDIT (APAR)(HRD)----- → Skip Reporting &
Reviewing Authority in Representation workflow.*

Step-2: Competent Authority-1/DDIT (APAR)(HRD) would download the representation and manually seek comments from Reporting and Reviewing officers.

Step-3: Competent Authority-1/ DDIT (APAR)(HRD) will put up the comments of the reporting and the reviewing authorities so received to the Competent Authority (Hon'ble Chairman/ Member CBDT etc.) physically on file with complete set of facts and seek due approval from Competent Authority (Hon'ble Chairman/ Member CBDT etc.) on file.

Step-4: On the basis of the approval so received the Orders disposing the representation would be then uploaded to SPARROW by Competent Authority-2/DDIT (APAR)(HRD) and sent to CR Section (Primary Custodian).

Step-5: Same would then be communicated to the officer concerned by the Primary Custodian O/o Pr.CCIT (CCA) (CR Section).

c) For CCIT and above:

- Once represented the APAR, would flow to Primary Custodian who would then follow the following steps.

Step-1: Primary Custodian will recreate Workflow for Representation.

- Primary Custodian O/o Pr.CCIT (CCA) would select DDIT (APAR) (HRD) in the workflow as Competent Authority-1 & 2.
- Skip the Reporting and Reviewing stage in the representation workflow since the same will be dealt manually.

The representation against the grading in APAR would go to Competent Authority-1& 2/DDIT (APAR)(HRD).

*APAR----- →Representation----- →Primary Custodian O/o Pr.CCIT (CCA)-----
→Competent Authority-1 & 2/ DDIT (APAR)(HRD)----- → Skip Reporting &
Reviewing Authority in Representation workflow. DDIT (APAR) (HRD) will act
on behalf of Competent Authority after taking prior approval from DoR*

Step-2: Competent Authority-1/ DDIT (APAR)(HRD) would download the representation and manually seek comments from Reporting and Reviewing officers.

Step-3: Competent Authority-1/ DDIT (APAR)(HRD) will put up the comments of the reporting and the reviewing authorities so received to the DoR for decision of the Competent Authority physically on file.

Step-4: On the basis of the approval so received, the order passed by the Competent Authority would be uploaded on SPARROW by DDIT (APAR)(HRD)/Competent Authority-2 and sent to CR Section.

Step-5: Same would then be communicated to the officer concerned by the Primary Custodian O/o Pr.CCIT (CCA) (CR Section)..

d) **For all officers on Deputation**, DDIT(SPARROW) being the Primary Custodian would nominate and select DDIT (APAR) (HRD) as Competent Authority in the representation workflow on the SPARROW portal and follow the due process for disposing the representation.

2. Issuance of NRCs:

a) Till grade of PCIT including Officers posted as OSD in DoR/CBDT and all officers drawing salary from O/o Pr.CCIT (CCA) and officers posted in Directorates , Competent Authority would be Primary Custodian in the O/o Pr.CCIT (CCA).

Step-1: Primary Custodian would download the remarks of the officer from the NRC workflow created by the officer reported upon.

Step-2: Primary Custodian will put up the NRC physically on file along with the remarks provided by the officer for approval of Pr.CCIT(CCA).

Step-3: On the basis of the approval so received, the NRC will be drawn by Primary Custodian.

Step-4: NRC will be uploaded on SPARROW by Primary Custodian.

b) **For all officers on Deputation and officers of the rank of CCIT and above including Hon'ble Chairman and Members,** Competent Authority for drawing NRCs for officers on deputation upto level of PCIT will be DDIT (SPARROW) acting on behalf of Pr.DGIT (HRD), wherein the NRCs for CCsIT and above would be drawn by HRD after taking prior approval from Competent Authority i.e. DoR.

Step-1: DDIT (SPARROW) would download the remarks of the officer from the NRC workflow created by the officer reported upon.

Step-2: DDIT (SPARROW) will put up the NRC physically on file along with the remarks provided by the officer for approval of Pr.DGIT (HRD)/Competent Authority.

Step-3: NRC will be uploaded on SPARROW by DDIT(SPARROW)

3. **Completion of APAR:** It is clarified that the custodian who initiates the APAR would be responsible for closure and disclosure of the APAR, for the cycle which was created/initiated by that custodian.

In the case where officers are transferred to a new station or region the APAR would still be closed and disclosed by the custodian who initiated the process for that APAR or part APAR.

This information may kindly be circulated among all Primary Custodians and Alternate Custodians in your region.

This issues with the prior approval of the Competent Authority.

Yours sincerely,


(MEETA SINGH)

**Additional Director General-1
Directorate of Human Resource Development.**

Copy to: The web manager, www.irsofficersonline.gov.in with the request to upload the letter.

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 :
hyderabad.deit.hq.vig@incometax.gov.in



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

CONFIDENTIAL

F.No. SPARROW/APARs/Gr 'A'/Pr.CCIT/2020-21

Dt: 26.03.2021

MEMORANDUM

Sub : SOP (Standard Operating procedures) for SPARROW users (Officers reported upon), filing their APARs on SPARROW Portal for the Reporting year 2020-21 commencing from 01.04.2021- Reg.

Ref : Letter in F.No.HRD/PM/APAR/403/SPARROWAD/2020-21/9477 dt.22.03.2021 (Copy enclosed).

1. With reference to the above, I am directed to forward herewith copy of the letter cited in reference, the contents of which are self-explanatory, for compliance and strict action in this regard.
2. I am directed to request all the Officers to submit their basic employee information as specified in the annexures enclosed herewith duly certified by both the Officer reported upon and respective DDO to their respective Primary/Alternate Custodians (along with necessary enclosures as specified in the above Letter from HRD) manually latest by 10th April, 2021 for generation of APARs by Primary/Alternate Custodians.
3. Further, I am directed to reiterate that the timeline for the submission of Self Appraisal of APAR by the Officer Reported upon according to DOPT OMs is 15th April of the Reporting year and thereby all the Officers are requested to strictly comply with the above SOP and ensure timely submission of APAR for the Year 2020-21.

(MERIGA SATISH)

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

To

All Officers of Gr. 'A' Cadre and ITOs posted in AP & Telangana Region



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
(HUMAN RESOURCES DEVELOPMENT)

2nd Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003.

F.No. HRD/PM/APAR/403/SPARROW/2020-21/9477

Dated: 22 /03/2021

To,

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

Subject: SOP (Standard Operating Procedures) for SPARROW users (officers reported upon), filing their APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021-reg.

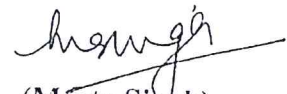
Respected Sir/Madam,

Kindly refer to the above.

- 1 In this respect it is submitted that Primary Custodian and Alternate Custodians have been assigned the task by the respective CCAs to generate APARs and create/copy workflows (created by the users using their own login ID and Password) based on the basic employee information furnished by the users/officers reported upon posted in their respective charges. However, Primary Custodian and Alternate Custodians need to verify the information submitted by the users on SPARROW and fill in the remaining information to generate the corresponding APARs.
- 2 Hence, the following instructions shall be followed by all officers filing their APARs on SPARROW for the reporting year 2020-21.
 - i) Since, the timeline for the submission of Self-Appraisal of APAR by the officer reported upon according to DoPT O.Ms is 15th April of the reporting year, all officers are required to submit their basic employee information as in Part-I of the APAR format to their Primary Custodian/alternate custodian with all the required details manually latest by 10th April 2021.
 - ii) In case of 'WORKING OPTION', the following documents need to be appended to the basic employee information submitted manually by the officer reported upon to the primary Custodian/alternate custodian:

- a) Date of filing IPR
- b) Copy of the relieving order from the previous charge and copy of joining report in the current charge for which the APAR is being written
- iii) In case where **option 'NRC' is chosen by the officers reported upon**, the grounds on which No Report Certificate/No Review Certificate is to be drawn- i.e. multiple reporting/reviewing officers, availing of earned/maternity/child care/study leave/training more than 15 days etc. should be elaborately specified by the officer reported upon along with the basic employee information and he/she should append supportive documents i.e. sanction orders along with.
- iv) Similar to the information submitted manually to the primary Custodian/alternate custodian, the user/officer reported upon should also create his/her workflow on his/her SPARROW portal, so that APAR can be generated by the primary Custodian/alternate custodian after copying the workflow so created. **The user/officer reported upon is also required to upload above mentioned documents in "Reference Upload" in his/her workflow.**
3. Timely writing of APAR is public duty and responsibility and a source of performance assessment towards career planning and training. It is a development tool required for all promotions, empanelments and deputations and hence all officers should fulfill their public duty of timely submission of their self-appraisal.
4. I am directed to request you to kindly circulate these instructions amongst the officers in your respective field formations.
5. This issue with the approval of the Competent Authority.

Yours faithfully,



(Meeta Singh)

Additional Director General-1
HRD, New Delhi

Basic Information in respect of Group A Officers

Period of report from: to

- 1. Name of the Officer Reported Upon:
- 2. Years in Service:
- 3. Year of recruitment:
- 4. Year of allotment:
- 5. Civil Code No.:
- 6. Date of Birth:
- 7. Present Grade:
- 8. Present post held by the officer during the period reported upon:
- 9. Date of appointment to present post:
- 10. Reporting and Reviewing Authority*:

Authority	Name	Designation	Period worked	
			From date	To date
Reporting Authority				
Reviewing Authority				

*Please mention names of the officers who are going to report and review this period of your APAR.

11. Period of absence on leave etc.

Sr. No.	Absence category	Period		Type	Remarks
		From	To		

12. Education and training programs for which nominated and attended.:

Sr. No.	Nominated	Attended	Institute	Subject	Reason for non-attendance

- 13. Awards/Honours/ Books publications including journals:
- 14. Penalties, if any, imposed during the year:
- 15. Date of filing the annual immovable property return for year ending December:
- 16. Date of last prescribed medical examination for officers 40 years of age and above
(Attach copy of summary of the Medical Report):
- 17. Position of Staff/ Officers posted with the officer as on 31st Dec of the year:

Designation	Sanctioned Strength	Actual Strength

18. Has the officer completed APARs of Group 'A' and 'B' officers working under him/her, in respect of the previous reporting year, within the stipulated time? Yes

Date:

Officer Reported upon's Seal and signature

Certificate

It is certified that the information furnished above is verified from the Service Book of the concerned Officer/as per this Office records and found correct and complete.

DDO's seal and Signature

Basic Information in respect of Income Tax Officers

Period of report from: to

1. Name of the Officer Reported Upon:
2. Service:
3. Year of recruitment:
4. Year of allotment:
5. Civil Code/ Employee code No.:
6. Category to which the Officer belongs (GEN/OBC/SC/ST):
7. Date of Birth:
8. Present Grade:
9. Present post held by the officer during the period reported upon:
10. Date of Appointment to present post:
11. Reporting and Reviewing Authority*:

Authority	Name	Designation	Period worked	
			From date	To date
Reporting Authority				
Reviewing Authority				

*Please mention names of the officers who are going to report and review this period of your APAR.

12.Period of absence on leave etc.

Sr. No.	Absence category	Period		Type	Remarks
		From	To		

13.Education and training programs for which nominated and attended.:

Sr. No.	Nominated	Attended	Institute	Subject	Reason for non-attendance

14. Awards/Honours :
15. Penalties, if any, imposed during the year:
16. Date of filing the annual immovable property return for year ending December:
17. Position of Staff/ Officers posted with the officer as on 31st Dec of the year:

Designation	Sanctioned Strength	Actual Strength

18. Has the officer completed APARs of Group ‘A’ and ‘B’ officers working under him/her, in respect of the previous reporting year, within the stipulated time? Yes

Date:

Officer Reported upon’s Seal and signature

Certificate

It is certified that the information furnished above is verified from the Service Book of the concerned Officer/as per this Office records and found correct and complete.

DDO’s seal and Signature



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
(HUMAN RESOURCES DEVELOPMENT)

2nd Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003.

F.No. HRD/PM/APAR/403/SPARROW/2020-21/9818

Dated: 31/03/2021

To,

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

Respected Sir/Madam,

Sub: Initiation of APARs for the reporting year 2020-21 on SPARROW -reg.

Kindly refer to the above.

2. In this respect, it is submitted that in pursuance to the DoPT O.Ms, the timeline for the initiation of APARs for the reporting year 2020-21 by the officers is 15th April 2021. Hence, all officers posted in all field formations may kindly be directed to submit their basic employee details duly attested by the DDO to their Primary/Alternate Custodians in accordance with the SOP (Standard Operating Procedures) for SPARROW users released by this office vide F.No. HRD/PM/APAR/403/SPARROW/2020-21/9477 dated 22.03.2021 latest by 15th April 2021. Draft proforma for filling of basic employee information is appended as Annexure 'A'.

3. All officers in the field formations of the department shall submit their basic employee information to their Primary/Alternate Custodians and the officers posted on deputation to other departments shall submit the same to the Directorate of HRD (on the email id sparrow.hrd@incometax.gov.in) **only in the format that is appended to this letter as Annexure 'A'.**

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

Yours faithfully,

(Meeta Singh)

Additional Director General-1
HRD, New Delhi

Form 1

FOR ALL OFFICERS (Including Deputations)

Performance Appraisal Report for the period from _____ to _____

Time period which the report does not cover if any, and reasons there of:

Period for which PAR is not written	Reasons why the PAR is not written

Sl. No.	Name and designation of the Reporting Officer*	Post held during the period	Time period as Reporting Officer

*Multiple entries possible

Sl. No.	Name and designation of the Reviewing Officer*	Post held during the period	Time period as Reviewing Officer

*Multiple entries possible

Section I- Basic Information

(To be filled in by the Head of Department)

1. Name of the officer reported upon:

2. Years in Service:

3. Year of recruitment :

4. Year of allotment:

5. Civil Code No.

6. Date of Birth:

7. Present Grade:

8. Present post held by the officer during the period reported upon:

9. Date of appointment to present post:

10. Reporting and Reviewing Authority*

	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		

* Please mention names of the officers who are going to report and review this period of your APAR.

11. Period of absence on leave etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

12. Education and training programs for which nominated and attended

Nominated	Attended	Institute	Subject	Reason for non-attendance

13. Awards/Honours books publications including journals :

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14. Penalties, if any, imposed during the year :

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15. Date of filing the annual immovable property return for year ending December

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16. Date of last prescribed medical examination for officers 40 years of age and above.
(Attach copy of the summary of the medical report)

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17. Position of Staff posted with the officer as on 31st December of the year.

Designation	Sanctioned Strength	Actual Strength

18. Has the officer completed APARs of Group 'A' and 'B' officers working under him/her, in respect of the previous reporting year, within the stipulated time?

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Signature on behalf of
Cadre Controlling Authority

Date: