

भारत सरकार  
प्रधान मुख्य आयुक्त का कार्यालय  
आंध्रप्रदेश व तेलंगाना  
१० वीं मजिल, 'D' ब्लॉक, आयकर शिखर,  
ए. सी. गार्ड्स, हैदराबाद - ५०० ००४.  
email : hyderabad.dcit.hq.vig@incometax.gov.in  
Fax : 040-23240403 (Pr.ccit),  
040-23236724 (AC (Vig)).



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

**Reminder**

**Most Urgent**

**F.No. SPARROW/APARs/Pr.CCIT/2021-22**

**Dt: 08.09.2021**

**OFFICE MEMORANDUM**

Sub : Deficiency in Section-I (Basic Employee Information) of APARs of Reporting year 2019-20 filed on SPARROW portal - Reg.

Ref : (i) Letter in F.No. HRD/PM/APAR/403/SPARROW/2021-22/2519 dated 19.07.2021 (Copy enclosed).  
(ii) This office letter vide F.No. SPARROW/APARs/Pr.CCIT/2021-22 dated 11.08.2021.

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With reference to the above, I am directed to circulate herewith copy of the letter referred to above, wherein the HRD has communicated the deficiency in Section-I (Basic Employee Information) of APARs of Reporting year 2019-20 filed on SPARROW portal.

In view of the above, all Officers of Gr. 'A' cadre and ITOs in AP & TS Region are requested to check for this discrepancy, may be by taking printouts of APARs for the reporting year 2019-20 and 2020-21 and if the Digital Signature of the Primary Custodian/Alternate Custodian in Section-I is found missing in the printout, the same may kindly be brought to the notice of Primary Custodian. The list of such APARs may be communicated to Primary Custodian in the following format to the e-mail Id [hyderabad.dcit.hq.vig@incometax.gov.in](mailto:hyderabad.dcit.hq.vig@incometax.gov.in)

Sl No.	Name of Officer	Civil Code	Code/Employee	APAR Period

The list of such APARs may be furnished on or before **16.09.2021** as report in this regard to be further communicated to the HRD.

**(PEEYUSH SONKAR)**  
Commissioner of Income-tax  
(Admn & TPS), Hyderabad.

To

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

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प्रधान मुख्य आयुक्त का कार्यालय  
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सत्यमेव जयते

GOVERNMENT OF INDIA

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Principal Chief Commissioner of Income Tax,  
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**Most Urgent**

**F.No. SPARROW/APARs/Pr.CCIT/2021-22**

**Dt: 11.08.2021**

**OFFICE MEMORANDUM**

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Ref : Letter in F.No. HRD/PM/APAR/403/SPARROW/2021-22/2519 dated 19.07.2021 (Copy enclosed).

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With reference to the above, I am directed to circulate herewith copy of the letter referred to above, wherein the HRD has communicated the deficiency in Section-I (Basic Employee Information) of APARs of Reporting year 2019-20 filed on SPARROW portal.

In view of the above, all Officers of Gr. 'A' cadre and ITOs in AP & TS Region are requested to check for this discrepancy, may be taking printouts of APARs for the reporting year 2019-20 and 2020-21 and if the Digital Signature of the Primary Custodian/Alternate Custodian in Section-I is found missing in the printout, the same may kindly be brought to the notice of Primary Custodian. The list of such APARs may be communicated to Primary Custodian in the following format to the e-mail Id [hyderabad.dcit.hq.vig@incometax.gov.in](mailto:hyderabad.dcit.hq.vig@incometax.gov.in)

Sl No.	Name of Officer	Civil Code/Employee Code	APAR Period

The list of such APARs may be furnished on or before **20.08.2021** as report in this regard to be further communicated to the HRD.

**(PEEYUSH SONKAR)**

Commissioner of Income-tax  
(Admn & TPS), Hyderabad.

To

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

MOST IMPORTANT



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/ 2519

Dated: 19/07/2021

To,

All Pr. CCsIT (CCA)

**Subject: Deficiency in Section-I (Basic Employee Information) of APARs of Reporting year 2019-20 filed on SPARROW-reg.**

Respected Madam/Sir,

1. Kindly refer to the above.
2. The APARs of reporting year 2019-20 fall within the reckonable period for purpose of promotion of several batches to various grades against panel year 2022 onwards. It has been observed that in the Basic Employee Information i.e. Section-I of several such APARs of Reporting year 2019-20 filed on SPARROW which appear signed by Primary Custodian in O/o Pr. CCA online, once printout is taken, the digital signature does not appear on the APAR which is a system generated error.
3. In view of the above, all officers posted in your region may kindly be advised to check for this discrepancy, may be by taking printouts of their APARs for the reporting year 2019-20 and 2020-21 and if the Digital Signature of the Primary Custodian in O/o Pr. CCA/ CCA Stamp in Section-I is found missing in the printout, the same may kindly be brought to the notice of their Primary Custodian. The list of such APARs may be further communicated to HRD on the e-mail Id [sparrow.hrd@incometax.gov.in](mailto:sparrow.hrd@incometax.gov.in). so that necessary corrective action may be taken at our end in consultation with NIC.
4. You are requested to kindly circulate this amongst the officers posted in your region.

This issues with the approval of the Competent Authority.

Yours faithfully,

  
(Meeta Singh)

Additional Director General-I  
HRD, New Delhi

Copy to: NIC for corrective action and to ensure that the problem does not occur in future