

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त  
का कार्यालय आंध्रप्रदेश व  
तेलंगाना  
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GOVERNMENT OF INDIA

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

**Dt: 23.08.2021**

**MEMORANDUM**

Sub : Filing of APARs for the Reporting Year 2020-21 and Reporting Year 2021-22 on SPARROW portal - Reg.

Ref : Letter in F.No. HRD/PM/APAR/403/SPARROW/2021-22/4503 dated 18.08.2021 (Copy enclosed).

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With reference to the above, I am directed to circulate herewith copy of the letter referred to above, the contents of which are self-explanatory, for favour of information and necessary action.

**(S. SATHIYA)**

Jt. Commissioner of Income-tax(OSD)  
(Hqrs)(Vig), Hyderabad

To

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



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/2021-22/4563

Dated: 18/08/2021

To,

All Pr. CCsIT (CCA)

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

**Subject: Filing of APARs for the Reporting Year 2020-21 and Reporting Year 2021-22-reg.**

Respected Madam/Sir,

Your kind attention is invited to the subject above.

In this regard, it is submitted that the revised APAR formats introduced in view of the Faceless 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 APARs on SPARROW for RY 2021-22 will be disabled by NIC temporarily, till the new APAR formats are operationalized. However, 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.

Further, the functionality for writing APARs in old formats for the RY 2020-21 will continue for the existing workflows. The revised APAR formats for FACELESS/ JURISDICTIONAL HIERARCHY will be made functional and the APARs for 2020-21, if not created/ written, could be filed in the new forms (if available on SPARROW by 31.08.2021).

It is also reiterated that in view of DoPT OM dated 17.06.2021 which extended timelines for APAR reporting for Group-A, B and C officers/officials of Central Civil Services for the year 2020-21, the due date for submission of self appraisals by the Officers Reported Upon to the Reporting Officers concludes on 31.08.2021.

It is therefore informed that APARs may be written in any of the forms available on SPARROW as on 31.08.2021.

This may kindly be circulated amongst the officers posted in your region.

This issues with the approval of the Competent Authority.

Yours faithfully,

*Rachna*

(Rachna Chhokar)

18/08/2021

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.