

भारत सरकार

प्रधान मुख्य आयकर आयुक्त का कार्यालय  
आंध्रप्रदेश व तेलंगाना

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सत्यमेव जयते

GOVERNMENT OF INDIA

Office of the

Pr. Chief Commissioner of Income  
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Andhra Pradesh & Telangana

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

Dt: 08.07.2021

MEMORANDUM

Sub : Importance of APAR and Online/Offline Training to be conducted by Directorate of HRD regarding writing APARs - Reg.

Ref: DO letter from Member, CBDT vide F.No.HRD/PM/APAR/403/SPARROW /2021-22/2087 dt.01.07.2021

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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.

*B. Srinivasa Rao*  
08/7/21

(B SRINIVASA RAO)

Joint Commissioner of Income-tax  
(OSD)(H.Qrs)(Vig)(i/c), Hyderabad.

To

All the Alternate Custodians and Officers posted in AP & TS Region.

अनुजा सारंगी, भारत  
विशेष सचिव एवं सदस्य  
**Anuja Sarangi, IRS**  
Special Secretary & Member



भारत सरकार  
वित्त मंत्रालय  
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**D.O.F.No. HRD/PM/APAR/403/SPARROW/2021-22/2087 Dated: 1st July, 2021**

Dear Principal Chief Commissioners / Pr. Directors General of  
Income Tax / Directors General of Income Tax

As you are aware, Annual Performance Appraisal Report (APAR) is a vital document which reflects the performance of the officers. This document also plays an important role for any promotion or deputation.

2. Earlier the manual APARs led to huge deficiencies and delays in promotions. Realising this shortcoming, with the efforts of the Directorate of HRD, the department has finally moved to an online APAR writing portal SPARROW from the APAR year 2019-20 onwards. However, the legacy of physical APARs would still remain at least for some years.

3. APAR writing is a public duty and therefore, it is imperative that APARs are not only written timely but are in full compliance of DoP&T circulars and in a correct format using appropriate language. It is, therefore, crucial that our officers be trained in this area of work too. It is also important to train the Custodians and Alternate Custodians responsible for initiating and closing the APAR cycles.

4. With this object in mind, it has been decided that the Directorate of HRD would hold online/offline trainings on the subject for Custodians, Alternate Custodians and officers.

5. You may, therefore, ensure that the Custodians, Alternate Custodians and other officers in your Charge attend such trainings.

With warm regards,

*JIT(MA)(OSD)D:J*  
*In circulation*  
*6/7/21*

Yours sincerely,

*Anuja Sarangi*  
(Anuja Sarangi)

To

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