

भारत सरकार

प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना
10वीं मंजिल, 'D' ब्लॉक, आयकर शिखर,
ए.सी.गार्ड्स, हैदराबाद 500-
Fax: 040-23240403
Fax: DC (Vig): 040-23236724
E-mail :
hyderabad.dcit.hq.vig@incometax.gov.in



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

CONFIDENTIAL

F.No.Sparrow/APAR/Pr.CCIT, Hyd/2019-20.

Dated: 06.03.2020

MEMORANDUM

Sub : Submission of APARs & IPRs in SPARROW (Smart Performance Appraisal Report Recording Window) for Group 'A' Officers w.e.f.01.04.2020 & 01.01.2021 respectively – Reg.

Ref : D.O. Letter No.HRD/HRMS/APAR & IPR/2019-20/7778 Dt.14.02.2020 from Addl.Director General-1, HRD, CBDT to CIT (Admn & TPS), Hyd.

With reference to the above, I am directed to intimate that APARs of Gr.'A' officers will be submitted on SPARROW model of DoPT to be implemented from **01.04.2020** and submission of IPRs from **01.01.2021**. It is further clarified that in respect of Gr.B Officers, APARs & IPRs will continue to be filed through HRMS (ITBA) as of now.

It is communicated that as all Group 'A' officers have an existing @incometax.gov.in e-mail facility and SPARROW needs an authentication through @nic.in, it has been decided that instead of creating another e-mail ID for authentication in SPARROW portal the new e-mail ID @nic.in would be created for all officers only for login purposes on the new portal and the officers may continue using @incometax.gov.in for complete mail purposes. The newly created login/user id and password for all officers will be received on their mobile number/e-mail ID which may be used for authentication on SPARROW and then the same number would be used to send OTP for any change in password in future. In case any officer has not received the SMS with ID and password he/she may kindly send the email ID and operational phone number at meetasingh@incometax.gov.in. Once the user ID and password is received this should be saved for future login into SPARROW for APAR writing which will become operational from 01.04.2020.

This may be brought to the notice of all Officers in your charge/office for information/compliance.

(S. SATHIYA)

Dy.Commissioner of Incometax,
(H.Qrs)(Vig), Hyderabad.

To

1. All Heads of the Department in AP & TS Region.
2. All Heads of Offices in AP & TS Region.