



Government of India
Directorate of Income Tax (HRD)
Central Board of Direct Taxes
2nd Floor, Jawaharlal Nehru Stadium, New Delhi-110003

F. No. HRD/PM/APAR/403/SPARROW/2019-20/

Dated: 22.04.2020

To

All Pr. CCsIT/Pr. DGsIT
All CCsIT/DGsIT

Dear Sir/Madam,

Sub: - APAR for 2019-20 on SPARROW -reg.

This is to inform all that as decided the APAR for the year 2019-20 would be written on SPARROW software.

2. The process to set-up SPARROW with E-signature option has been completed. In most of the cases user ID/passwords have been issued. For those who still have not received are requested once again to send following details:

Name	Employee Code	Batch	Operational email	Operation number	Phone
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at meeta.singh@incometax.gov.in

3. It is once again clarified that the nic user ID is ONLY a USER ID and not a MAIL ID as many queries are being received from field formations trying to open it as a mail: "It is not a MAIL ID but just a USER ID".

4. The SPARROW platform has been created and is operational, however a Dry Run with all Custodians/Alternate Custodians on LIVE DATA with Digital Sign would be completed before rolling the platform for all.

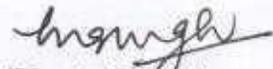
5. Group 'A' officers should have an NIC user ID and password in possession.

6. HRD would be holding a Video Conference for all Custodians/Alternate Custodians after 4.05.2020 and then roll on the project for APAR writing.

7. It is further informed that date for writing APAR for 2019-20 has been extended for June, 2020.
8. This issues to the prior approval of Pr.DGIT(HRD).

Thanking You

Yours Sincerely,



(Meeta Singh)

**Addl. Director General-1
HRD, CBDT**