

भारत सरकार
प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना
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GOVERNMENT OF INDIA
Office of the
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10th Floor, 'D' Block,
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F. No. SPARROW/APARs/Gr. 'A'/Pr.CCIT/2020-21.

Dt.25.08.2020

MEMORANDUM

Sub : Implementation of APAR writing on SPARROW from 2019-20
onwards–submission of self-appraisal before the due date– Reg.

Kind reference is invited to the above.

2. As already informed vide various letters and SMS, the APAR in respect of Group A Officers and Income Tax Officers has to be mandatorily generated on SPARROW portal (<https://sparrow.incometax.gov.in>) from the year 2019-20 onwards. Further, as per DoPT OM No. 21011/02/2015-Estt(A)-Part-II dated 11/06/2020, the last date for submission of self-appraisal of APAR for 2019-20 is 31st August 2020. However, as per the data available on the SPARROW portal, as on 24/08/2020, 133 Group A Officers and 177 Group B Officers are yet to submit their self-appraisal.

3. In this connection, it may be noted that the option to submit self-appraisal will not be available on SPARROW after 31/08/2020 and manual APARs are strictly prohibited for 2019-20 and subsequent years. Meanwhile, it is seen that some officers are still requesting for user ID and password for SPARROW portal. Further, while trying to submit the self-appraisal, a few officers have noticed that wrong Form Type was selected while creating the workflow and/or there are mistakes in the basic information filled by the Alternate Custodians. In such cases the workflow has to be corrected/deleted and the APAR needs to be generated afresh which is a time consuming process. Hence, all the officers are requested to submit their self-appraisal immediately so as to avoid any difficulties in the last minute.


(Peeyush Sonkar)

Commissioner of Income Tax
(Admn. & TPS), AP & TS, Hyderabad

To

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