

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त का कार्यालय  
आंध्रप्रदेश व तेलंगाना  
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**CONFIDENTIAL**

**F.No. SPARROW/APARs/Guidelines/Pr.CCIT/2022-23**

**Dt: 14.11.2022**

**MEMORANDUM**

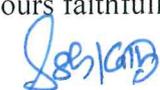
Sub : General guidelines for filling of Integrity Column of APARs on SPARROW portal - Reg.

Ref : Letter in F.No. HRD/PM/APAR/403/SPARROW/2022-23/6283 dtd.02.11.2022 ( Copy enclosed)

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With reference to the above, I am directed to forward herewith a copy of the letter cited in reference relating to General guidelines for filling of Integrity Column of APARs on SPARROW portal, the contents of which are self-explanatory, for favour of information and necessary action.

Yours faithfully,

  
**(B. SASHIKANTH)**

Dy. Commissioner of Incometax (Hqrs) (Vig),  
O/o Pr.CCIT, AP & TS, Hyderabad.

To

All Officers of Gr. 'A' Cadre and ITOs posted in AP & Telangana Region



GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
HUMAN RESOURCE DEVELOPMENT  
CENTRAL BOARD OF DIRECT TAXES  
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F.No. HRD/PM/APAR/403/SPARROW/2022-23/6283

Dated: 02.11.2022

To

All the Pr. CCsIT (CCA)

**Subject:-Guidelines for filling of Integrity Column of APARs on SPARROW - reg.**

Respected Madam/Sir,

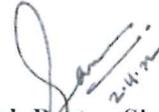
In this regard, attention is called to this Directorate letter No. HRD/PM/APAR/403/SPARROW/2021-22/10885, dated 18.02.2022 where in sub para (ii) of para 4, it has been communicated that where the Reporting officer fails to report the APAR within the time allowed, APAR will be force forwarded to the Reviewing Officer and the Reviewing officer shall report the APAR and No Review Certificate will be placed in the Dossier. Relevant para is reproduced as under:

*“If the Reporting Officer does not report the APAR within DoPT timeline (i.e. 30<sup>th</sup> June): The Reporting Officer shall forfeit the right to enter any remarks in the APAR, and the APAR shall be FORCE FORWARDED on SPARROW by the concerned Primary Custodian to the Reviewing Officer on the next working day. In such situations, the Reviewing Officer shall report the APAR and a No Review Certificate will be placed in the Dossier. While reporting the APAR in such cases, the Reviewing Officer shall report about the INTEGRITY of the ORU also. The Reporting Officer shall be considered as a defaulting officer in such cases.”*

2. In the cases, where reporting officer has not reported on time and the APAR is Force Forwarded to the next level for reporting (i.e., to the Reviewing Officer), **the system does not provide any option to such Reviewing Officers to comment on the ‘Integrity’.** Thus, in all such cases the Integrity column is showing blank.
3. I am directed to state that, the following steps may be followed –

1. In all such cases where Reviewing Officer is Reporting on the force forwarded APAR's he/she **should mandatorily mention about the Integrity of the ORU in the Pen Picture column to be filled by the Reviewing Officer.**
2. Where ORUs have represented against Integrity blank, **comments may be sought from the reviewing officer who has reported the APAR** and the representation be dispose off by the respective Competent Authorities.
4. This issues with the prior approval of Competent Authority.

Yours faithfully,



**(Saurabh Pratap Singh)**  
Assistant Director of Income Tax (SPARROW)  
Directorate Human Resource Development

Copy to: The Web Manager, [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) with a request to upload the letter.