

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.deit.hq.vig@incometax.gov.in



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/APARs/Gr 'A'/Pr.CCIT/2020-21

Dt: 26.03.2021

MEMORANDUM

Sub : SOP (Standard Operating procedures) for SPARROW users (Officers reported upon), filing their APARs on SPARROW Portal for the Reporting year 2020-21 commencing from 01.04.2021- Reg.

Ref : Letter in F.No.HRD/PM/APAR/403/SPARROWAD/2020-21/9477 dt.22.03.2021 (Copy enclosed).

1. With reference to the above, I am directed to forward herewith copy of the letter cited in reference, the contents of which are self-explanatory, for compliance and strict action in this regard.
2. I am directed to request all the Officers to submit their basic employee information as specified in the annexures enclosed herewith duly certified by both the Officer reported upon and respective DDO to their respective Primary/Alternate Custodians (along with necessary enclosures as specified in the above Letter from HRD) manually latest by 10th April, 2021 for generation of APARs by Primary/Alternate Custodians.
3. Further, I am directed to reiterate that the timeline for the submission of Self Appraisal of APAR by the Officer Reported upon according to DOPT OMs is 15th April of the Reporting year and thereby all the Officers are requested to strictly comply with the above SOP and ensure timely submission of APAR for the Year 2020-21.

(MERIGA SATISH)

Addl. Commissioner of Income-tax
(Hqrs) (Admn & Vig), Hyderabad

To

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



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
(HUMAN RESOURCES DEVELOPMENT)
2nd Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003.

F.No. HRD/PM/APAR/403/SPARROW/2020-21/9477

Dated: 22 /03/2021

To,

All the Pr. CCsIT (CCA)/ Pr. DGsIT/ CCsIT/DGsIT

Subject: SOP (Standard Operating Procedures) for SPARROW users (officers reported upon), filing their APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021-reg.

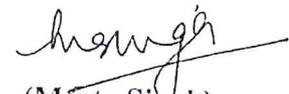
Respected Sir/Madam,

Kindly refer to the above.

- 1 In this respect it is submitted that Primary Custodian and Alternate Custodians have been assigned the task by the respective CCAs to generate APARs and create/copy workflows (created by the users using their own login ID and Password) based on the basic employee information furnished by the users/officers reported upon posted in their respective charges. However, Primary Custodian and Alternate Custodians need to verify the information submitted by the users on SPARROW and fill in the remaining information to generate the corresponding APARs.
- 2 Hence, the following instructions shall be followed by all officers filing their APARs on SPARROW for the reporting year 2020-21.
 - i) Since, the **timeline for the submission of Self-Appraisal of APAR by the officer reported upon according to DoPT O.Ms is 15th April of the reporting year**, all officers are required to submit their basic employee information as in Part-I of the APAR format to their Primary Custodian/alternate custodian with all the required details **manually latest by 10th April 2021**.
 - ii) **In case of 'WORKING OPTION'**, the following documents need to be appended to the basic employee information submitted manually by the officer reported upon to the primary Custodian/alternate custodian:

- a) Date of filing IPR
 - b) Copy of the relieving order from the previous charge and copy of joining report in the current charge for which the APAR is being written
 - iii) In case where **option 'NRC' is chosen by the officers reported upon**, the grounds on which No Report Certificate/No Review Certificate is to be drawn- i.e. multiple reporting/reviewing officers, availing of earned/maternity/child care/study leave/training more than 15 days etc. should be elaborately specified by the officer reported upon along with the basic employee information and he/she should append supportive documents i.e. sanction orders along with.
 - iv) Similar to the information submitted manually to the primary Custodian/alternate custodian, the user/officer reported upon should also create his/her workflow on his/her SPARROW portal, so that APAR can be generated by the primary Custodian/alternate custodian after copying the workflow so created. **The user/officer reported upon is also required to upload above mentioned documents in "Reference Upload" in his/her workflow.**
3. Timely writing of APAR is public duty and responsibility and a source of performance assessment towards career planning and training. It is a development tool required for all promotions, empanelments and deputations and hence all officers should fulfill their public duty of timely submission of their self-appraisal.
 4. I am directed to request you to kindly circulate these instructions amongst the officers in your respective field formations.
 5. This issue with the approval of the Competent Authority.

Yours faithfully,



(Meeta Singh)

Additional Director General-1
HRD, New Delhi

Basic Information in respect of Group A Officers

Period of report from: to

1. Name of the Officer Reported Upon:

2. Years in Service:

3. Year of recruitment:

4. Year of allotment:

5. Civil Code No.:

6. Date of Birth:

7. Present Grade:

8. Present post held by the officer during the period reported upon:

9. Date of appointment to present post:

10. Reporting and Reviewing Authority*:

Authority	Name	Designation	Period worked	
			From date	To date
Reporting Authority				
Reviewing Authority				

*Please mention names of the officers who are going to report and review this period of your APAR.

11. Period of absence on leave etc.

Sr. No.	Absence category	Period		Type	Remarks
		From	To		

12. Education and training programs for which nominated and attended.:

Sr. No.	Nominated	Attended	Institute	Subject	Reason for non-attendance

13. Awards/Honours/ Books publications including journals:

14. Penalties, if any, imposed during the year:

15. Date of filing the annual immovable property return for year ending December:

16. Date of last prescribed medical examination for officers 40 years of age and above

(Attach copy of summary of the Medical Report):

17. Position of Staff/ Officers posted with the officer as on 31st Dec of the year:

Designation	Sanctioned Strength	Actual Strength

18. Has the officer completed APARs of Group 'A' and 'B' officers working under him/her, in respect of the previous reporting year, within the stipulated time? Yes

Date:

Officer Reported upon's Seal and signature

Certificate

It is certified that the information furnished above is verified from the Service Book of the concerned Officer/as per this Office records and found correct and complete.

DDO's seal and Signature

Basic Information in respect of Income Tax Officers

Period of report from: to

1. Name of the Officer Reported Upon:
2. Service:
3. Year of recruitment:
4. Year of allotment:
5. Civil Code/ Employee code No.:
6. Category to which the Officer belongs (GEN/OBC/SC/ST):
7. Date of Birth:
8. Present Grade:
9. Present post held by the officer during the period reported upon:
10. Date of Appointment to present post:
11. Reporting and Reviewing Authority*:

Authority	Name	Designation	Period worked	
			From date	To date
Reporting Authority				
Reviewing Authority				

*Please mention names of the officers who are going to report and review this period of your APAR.

12. Period of absence on leave etc.

Sr. No.	Absence category	Period		Type	Remarks
		From	To		

13. Education and training programs for which nominated and attended.:

Sr. No.	Nominated	Attended	Institute	Subject	Reason for non-attendance

14. Awards/Honours :
15. Penalties, if any, imposed during the year:
16. Date of filing the annual immovable property return for year ending December:
17. Position of Staff/ Officers posted with the officer as on 31st Dec of the year:

Designation	Sanctioned Strength	Actual Strength

18. Has the officer completed APARs of Group 'A' and 'B' officers working under him/her, in respect of the previous reporting year, within the stipulated time? Yes

Date:

Officer Reported upon's Seal and signature

Certificate

It is certified that the information furnished above is verified from the Service Book of the concerned Officer/as per this Office records and found correct and complete.

DDO's seal and Signature