

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त  
का कार्यालय आंध्रप्रदेश व  
तेलंगाना  
10 वीं मंजिल, 'D' ब्लॉक,  
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**F.No. SPARROW/APARs/Pr.CCIT/2021-22/02**

**Date: 23.02.2022**

**MEMORANDUM**

Sub : Application of FORCE FORWARD Option for APARs on SPARROW portal w.e.f. Reporting Year 2021-22 - Reg.

Ref : Letter in F.No. HRD/PM/APAR/403/SPARROW/2021-22/10887 dated 18.02.2022 (Copy enclosed).

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With reference to the above, I am directed to circulate herewith copy of the letter referred to above, the contents of which are self-explanatory, for favour of information and necessary action.

  
**(B. Sashi Kanth)**

Dy. Commissioner of Income-tax  
(Hqrs)(Vig), Hyderabad

To

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



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
CENTRAL BOARD OF DIRECT TAXES  
(Human Resources Development)

2<sup>nd</sup> Floor, K Ramp, JLN Stadium, Pragati Vihar, New Delhi – 110003  
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F.No. HRD/PM/APAR/403/SPARROW/2021-22/10887

Dated: 18/02/2022

To,

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

**Subject: - Application of FORCE FORWARD Option for APARs on SPARROW portal w.e.f. Reporting Year 2021-22 – reg.**

Respected Madam/Sir,

Kindly refer to the above-mentioned subject.

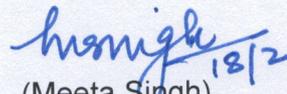
2. It is brought to your kind notice that one of the prominent reasons for the delay in conducting DPCs is the non-completion of APARs on time. Therefore, in order to ensure timely availability of APARs for the Officers of the department, measures have been taken to migrate to the SPARROW portal w.e.f. the Reporting Year 2019-20.
3. So far two cycles of APAR writing have been completed on SPARROW. As a result, APAR writing has substantially increased up to 97% for the Reporting Year 2020-21. However, till date, it is seen that still, around 3 - 4% of APARs are pending completion (at various levels). Since the availability of 100% completed APARs/NRCs is a prerequisite for holding DPCs, this pendency is delaying the process of promotions. Further, such non-availability of APARs also delays empanelment and deputations.
4. Recently, the DPCs/Screening Committees have taken an adverse view that a large number of NRCs are being drawn in respect of IRS(IT) Officers due to non-reporting or non-reviewing of APARs by the Reporting Officers/Reviewing Officers.
5. Therefore, keeping in view the various DoPT instructions on APARs; **the Competent Authority has decided that the process of FORCE FORWARDING OF APAR ON SPARROW portal shall be applied with effect from the Reporting Year 2021-22.**

6. All APARs where self-appraisal is not submitted on time or are not reported or reviewed on time (where the self-appraisal has been submitted and is pending at the reporting or reviewing level), **the option of FORCE FORWARD would be applied** as per the detailed letter F.No. HRD/PM/APAR/403/SPARROW/2021-22/10885 dated 18.02.2022 of the Directorate placed on *irsofficersonline* from the Reporting Year 2021-22.

7. It is therefore requested that these instructions as detailed in the above-mentioned letter of 18.02.2022 may kindly be circulated to all the officers in your respective charges and to direct them to go through the details of the above-mentioned letter and take necessary actions wherever required.

This issues with the approval of the Chairman, CBDT.

Yours faithfully,

  
(Meeta Singh)

Additional Director General-1  
HRD, CBDT, New Delhi