

No.27-2/2015-CWG  
Government of India  
Ministry of Communications  
Department of Telecommunications

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Room No.620, 6<sup>th</sup> Floor,  
Mahanagar Doorsanchar Bhawan,  
Old Minto Road, New Delhi 110 002

Dated: 16<sup>th</sup> May, 2017.

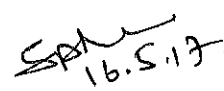
**OFFICE MEMORANDUM**

The undersigned is directed to refer to this Department's OM No. 27-2/2015-CWG dated 19<sup>th</sup> April, 2017 regarding adherence of time-schedule for completion of online filing of APAR (2016-17 onwards) through SPARROW System in respect of Group "A" officers of P&T BWS in DOT and to state that since the beta testing of the said SPARROW system in respect of the cadre is already over, it has been decided to follow the following revised time-schedule for completion of APAR process for the current financial year:-

| Sl. No.                            | Activity   | Date by which to be completed |
|------------------------------------|--|-------------------------------|
| 1                                  | Generation of APAR by the PAR Manager/Custodian (To be sent to individual officer)   | 31.5.2017                     |
| 2                                  | Submission of APAR by the individual officer after filling-in of the Self-Appraisal part (To be sent to Reporting Authority)                     | 30.6.2017                     |
| 3                                  | Submission of APAR by the Reporting Authority after assessment (To be sent to Reviewing Authority)   | 15.8.2017                     |
| 4                                  | Submission of APAR by the Reviewing Authority after assessment (To be sent to CR for disclosure)   | 30.8.2017                     |
| 5                                  | Submission of APAR by CR for disclosure (To be sent to individual officer)   | 15.9.2017                     |
| 6                                  | Submission of APAR by individual officer either for closing or with representation (To be sent to CR)  | 30.9.2017                     |
| 7                                  | APAR to be finally closed by CR  | 15.10.2017                    |
| <b>(In case of representation)</b> |  |                               |
| 8                                  | Submission of representation by CR as received from individual officer (To be sent to Reporting Authority for consideration)                     | 15.10.2017                    |
| 9                                  | Submission of representation by Reporting officer after re-assessment/with comments (To be sent to Reviewing Authority for consideration)        | 31.10.2017                    |
| 10                                 | Submission of representation by Reviewing Authority after re-assessment/with comments (To be sent to Accepting/Competent Authority for decision) | 15.11.2017                    |
| 11                                 | Submission of decision by Competent Authority (To be sent to CR for Disclosure)  | 30.11.2017                    |
| 12                                 | Submission of the decision by CR for disclosure (To be sent to individual officer)   | 15.12.2017                    |
| 13                                 | Submission by the individual officer (To be sent to CR for closure)  | 30.12.2017                    |

4. It is, therefore, reiterated that all the nodal officers (EMD/PAR Manager/Custodian) appointed for the purpose may start generating APARs on SPARROW in respect of the group of officers under their control immediately and to complete the same **by 31.5.2017.**

5. On receipt of APAR from the Custodian, the officers concerned shall ensure that the self-appraisal is completed **by 30.6.2017** on the SPARROW system. If the officer concerned who has to submit self-appraisal by 30.6.2017 fails to do so, then the system does not allow for filling of self-appraisal thereafter. In view thereof, the individual Officers/Reporting Officers/Reviewing Officers of the cadre may adhere to the respective time-schedule as indicated above.

  
(S.P. Mohapatra)  
Director(Civil)

To,

1. All Officers of P&T BWS, Gr 'A' - Civil by email
2. CE (C), DoP, New Delhi
3. Under Secretary (Admin III) w.r.t. Letter No. A-28012/1/2016-Admn.III dated 15<sup>th</sup> May, 2017
4. Director (IT) for uploading on DoT website