

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: 1<sup>st</sup> June, 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 said time-schedule for completion of e-APAR has been reviewed. Keeping in view of non-completion of registration of the name of various officers posted in BSNL on SPARROW, it has been decided to further revise the time-schedule for completion of APAR process for the current financial year (i.e. for APAR period 2016-17) as under:-

Sl. No.	Activity	Date by which to be completed
1	Generation of APAR by the PAR Manager/Custodian (To be sent to individual officer)	15.6.2017
2	Submission of APAR by the individual officer after filling-in of the Self-Appraisal part (To be sent to Reporting Authority)	15.7.2017
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

2. On receipt of APAR from the Custodian, the officers concerned shall ensure that the self-appraisal is completed **by 15.7.2017** on the SPARROW system. If the officer concerned who has to submit self-appraisal by 15.7.2017 fails to do so, then the system does not allow for filling of self-appraisal thereafter. Similarly, the Reporting Officers/Reviewing Officers concerned shall also adhere to aforesaid time-schedule for completion of assessment of APAR of the officers under their control.

  
(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 31<sup>st</sup> May, 2017
4. Director (IT) for uploading on DoT website