



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
CENTRAL BOARD OF DIRECT TAXES
HUMAN RESOURCE DEVELOPMENT

2nd Floor, Jawaharlal Nehru Stadium, New Delhi -110003.

F.No. HRD/PM/APAR/403/SPARROW/2021-22/4503

Dated: 18/08/2021

To,

All Pr. CCsIT (CCA)

(Kind Attention: Primary Custodians O/o Pr.CCIT (CCA) Headquarters)

Subject: Filing of APARs for the Reporting Year 2020-21 and Reporting Year 2021-22-reg.

Respected Madam/Sir,

Your kind attention is invited to the subject above.

In this regard, it is submitted that the revised APAR formats introduced in view of the Faceless Schemes, for writing of APARs for the RY 2020-21 onwards have been approved by the Competent Authority and will soon be available on SPARROW.

In view of the same, the functionality for writing APARs on SPARROW for **RY 2021-22** will be disabled by NIC **temporarily**, till the new APAR formats are operationalized. However, the workflows for APARs for RY 2021-22 which have already been created/ completed on SPARROW will remain functional till the APARs are closed after being duly reported and reviewed.

Further, the functionality for writing APARs in old formats for the RY 2020-21 will continue for the existing workflows. The revised APAR formats for FACELESS/ JURISDICTIONAL HIERARCHY will be made functional and the APARs for 2020-21, if not created/ written, could be filed in the new forms (if available on SPARROW by 31.08.2021).

It is also reiterated that in view of DoPT OM dated 17.06.2021 **which extended timelines for APAR reporting for Group-A, B and C officers/officials of Central Civil Services for the year 2020-21, the due date for submission of self appraisals by the Officers Reported Upon to the Reporting Officers concludes on 31.08.2021.**

It is therefore informed that APARs may be written in any of the forms available on SPARROW as on 31.08.2021.

This may kindly be circulated amongst the officers posted in your region.

This issues with the approval of the Competent Authority.

Yours faithfully,

Rachna
18/08/2021

(Rachna Chhokar)

DDIT (SPARROW) (HRD)

New Delhi

Copy to: The web manager, www.irsofficersonline.gov.in with the request to upload the letter.