



सत्यमेव जयते

**GOVERNMENT OF INDIA,
DEPARTMENT OF REVENUE,
(HUMAN RESOURCES DEVELOPMENT)
DIRECTORATE OF INCOME TAX,
2nd Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003**

HRD/PM/APAR/403/SPARROW/2019-20/8000

Dated: 19/02/2020

To

All Principal Chief Commissioners of Income Tax (CCA)

Sir/Madam

Subject: Implementation of APAR writing of SPARROW from 01.04.2020-reg.

The Competent Authority has given approval for implementation of APAR writing on SPARROW from 01.04.2020 initially for Group 'A' officers from the current HRMS system. The SPARROW project is being implemented by National Information Centre (NIC).

The NIC has been handed over the basic data of all the officers including official email-IDs, current designations and mobile numbers available. As all Group 'A' officers have an existing @incometax.gov.in e-mail facility and SPARROW needs an authentication through @nic.in, *"it has been decided that instead of creating another e-mail IDs for authentication in SPARROW portal, the new e-mail IDs @nic.in would be created for all officers for login purposes on the SPARROW portal only and the officers would continue using their existing @incometax.gov.in email-IDs for complete mail purposes"*.

The next step for implementation is creation of **"CUSTODIANS"** in each Pr.CCIT (CCA) charge. Since only Group 'A' level officers will be able to log into the portal therefore, custodian can only be an officer who is presently not below the designation of Assistant/Deputy Commissioner. Ideally as informed by NIC for smooth operations one CUSTODIAN could be in-charge for initiating APARs for around 75 to 100 Group 'A' level

officers. Therefore, it is desired that AC/DCIT (Hq.)(Personnel) (Gaz.) in the office of Pr. Chief Commissioner of Income Tax (CCA), would be appropriate person to be CUSTODIAN in each CCA Charge including board. However in bigger charges there is facility for appointing '**ALTERNATE CUSTODIAN**' who could be AC/DCIT to be designated by Pr. CCsIT(CCA) with assistance from "**SUPER CUSTODIAN**" i.e. Pr. DGIT (HRD). Similarly each Directorate may appoint an 'ALTERNATE CUSTODIAN' for SPARROW under intimation to HRD. A DO letter to all Pr. CCsIT (CCA) informing them about the above steps has already been sent by Pr. DGIT (HRD).

The important points are here being re-emphasized:-

1. The E-mail ID with incometax.gov.in will continue as official mail ID.
2. The new NIC mail ID is not a full mail ID just a user name for Login into SPARROW. This email/user name is a combination of surname and employer ID e.g. SinghU...@nic.in
3. The mail ID along with first password would be received on your phone number and then the same number would be used to sent OTP for any change in password in future.
4. In case any officer has not received the SMS with ID and password he/she may kindly send the email ID and operational phone number at meeta.singh@incometax.gov.in.
5. Once the user ID and password is received this should be saved for future login into SPARROW for APAR writing which will become operational from 1st April, 2020.

Yours Sincerely



Meeta Singh

ADG-1(HRD)

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