



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/ 4747

Dated: 26/08/2021

To

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

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

Subject: Initiation of APAR cycle for the "Reporting Year 2021-22" on SPARROW - reg.

Ref: F.No. HRD/PM/APAR/403/SPARROW/2020-21/4503 dated 18/08/2021

Respected Madam/Sir,

1. Kindly refer to the above.
2. In this regard, it is submitted that the revised APAR formats introduced in view of the Faceless Assessment 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 of APARs on SPARROW for RY 2021-22 has also been disabled by NIC temporarily, till the new APAR formats are operationalized. Only, 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.
3. In such cases, it is submitted that where the Reporting/Reviewing Officers of the Officers Reported Upon (ORU) are retiring and would be unable to grade the APARs after 30.04.2021, they may get their APARs written/graded manually as a one time

measure and send to HRD by 30.10.2021 so that such APARs can be uploaded on SPARROW. No such case where the Reporting Authority/Reviewing Authority is retiring after 30.09.2021 should write manual APAR as the SPARROW with new forms would be available after 30.10.2021 for APAR writing.

4. This issues with the approval of the Competent Authority.

Yours faithfully,

Rachna
(Rachna Chhokar) 26/08/2021
DDIT (SPARROW) (HRD)
New Delhi

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