



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/ 5283

Dated: 16/09/2021

To

Pr. CCsIT (CCA)

Subject: Closure of APAR for the “Reporting year 2019-2020” on SPARROW -reg.

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

Ref: F.No. HRD/PM/APAR/403/SPARROW/2021-22/4747 read with F.No.
HRD/PM/APAR/403/SPARROW/2021-22/ 4766 dated 27.08.2021

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 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 the meanwhile as communicated vide the abovementioned letters, the functionality for writing APARs on SPARROW for RY 2021-22 has been disabled by NIC temporarily, and the Competent Authority as an exceptional case has approved that only such Officers Reported Upon whose Reporting or Reviewing Authorities are retiring till 30.09.2021, may write their APARs for RY 2021-22 manually (in accordance to the timeline for grading such APARs as per Department of Personnel O.M. No. 5/5/72-Estt. (A) dated the 20th May, 1972 i.e. within one month of retirement) and send to HRD for uploading on SPARROW.

3. In view of the above, to facilitate the process of APAR writing for the RY 2021-22, I have been directed to communicate that a copy of the existing blank APAR formats on SPARROW have already been shared with the Primary Custodian posted in your charge. The same may kindly be distributed to the Officers Reported Upon for the purpose of submission of their APAR.
4. This issues with the approval of the Competent Authority.

Yours faithfully,


(Meeta Singh) 16/9.

Additional Director General-1

HRD, New Delhi