



सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
CENTRAL BOARD OF DIRECT TAXES  
(HUMAN RESOURCES DEVELOPMENT)

2<sup>nd</sup> Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003.

F.No. HRD/PM/APAR/403/SPARROW/2020-21/9477

Dated: 22 /03/2021

To,

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

**Subject: SOP (Standard Operating Procedures) for SPARROW users (officers reported upon), filing their APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021-reg.**

Respected Sir/Madam,

Kindly refer to the above.

- 1 In this respect it is submitted that Primary Custodian and Alternate Custodians have been assigned the task by the respective CCAs to generate APARs and create/copy workflows (created by the users using their own login ID and Password) based on the basic employee information furnished by the users/officers reported upon posted in their respective charges. However, Primary Custodian and Alternate Custodians need to verify the information submitted by the users on SPARROW and fill in the remaining information to generate the corresponding APARs.
- 2 Hence, the following instructions shall be followed by all officers filing their APARs on SPARROW for the reporting year 2020-21.
  - i) Since, the **timeline for the submission of Self-Appraisal of APAR by the officer reported upon according to DoPT O.Ms is 15<sup>th</sup> April of the reporting year**, all officers are required to submit their basic employee information as in Part-I of the APAR format to their Primary Custodian/alternate custodian with all the required details **manually latest by 10<sup>th</sup> April 2021**.
  - ii) **In case of 'WORKING OPTION'**, the following documents need to be appended to the basic employee information submitted manually by the officer reported upon to the primary Custodian/alternate custodian:

- a) Date of filing IPR
  - b) Copy of the relieving order from the previous charge and copy of joining report in the current charge for which the APAR is being written
  - iii) In case where **option 'NRC' is chosen by the officers reported upon**, the grounds on which No Report Certificate/No Review Certificate is to be drawn- i.e. multiple reporting/reviewing officers, availing of earned/maternity/child care/study leave/training more than 15 days etc. should be elaborately specified by the officer reported upon along with the basic employee information and he/she should append supportive documents i.e. sanction orders along with.
  - iv) Similar to the information submitted manually to the primary Custodian/alternate custodian, the user/officer reported upon should also create his/her workflow on his/her SPARROW portal, so that APAR can be generated by the primary Custodian/alternate custodian after copying the workflow so created. **The user/officer reported upon is also required to upload above mentioned documents in "Reference Upload" in his/her workflow.**
3. Timely writing of APAR is public duty and responsibility and a source of performance assessment towards career planning and training. It is a development tool required for all promotions, empanelments and deputations and hence all officers should fulfill their public duty of timely submission of their self-appraisal.
  4. I am directed to request you to kindly circulate these instructions amongst the officers in your respective field formations.
  5. This issue with the approval of the Competent Authority.

Yours faithfully,



**(Meeta Singh)**

Additional Director General-1  
HRD, New Delhi