



**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/2020-21/14

Dated: 31/03/2021

To,

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

**Subject: SOP (Standard Operating Procedures) for Primary Custodians and Alternate Custodians of officers reported upon, while generating their APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021-reg.**

**Ref: F.No. HRD/PM/APAR/403/SPARROW/2020-21/ dated 31/03/2021**

**Ref: F.No. HRD/PM/APAR/403/SPARROW/2020-21/ dated 03/02/2021**

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.
- 2 Hence, the following instructions shall be followed by all Primary Custodian and Alternate Custodians generating 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 Primary Custodian and Alternate Custodians are required to generate APAR **latest by 10<sup>th</sup> April 2021**.
- ii) Primary Custodian and Alternate Custodians shall generate APARs on the basis of the details submitted manually by the officers reported upon in pursuance to F.No. HRD/PM/APAR/403/SPARROW/2020-21/9477. They may also copy workflows (created by the users using their own login ID and Password) created by users/officers reported upon

**iii) FOR APARS (WORKING OPTION)**

- a) If Primary Custodian and Alternate Custodians go to 'Create/Update' workflow tab, in 'Actions' they should first view the 'Officer created workflow' and only if all details filled by users/officers are correct, they should go ahead to copy these workflow. The path to view the officer created workflow is given as under

**Workflow--->Create/Update--->Assessment Period--->Search officer->create workflow--->action-->view workflow created by officer.**

- b) **If the** Primary Custodian and Alternate Custodians go to 'Copy Workflow', The path to preview the officer created workflow and copy is given as under

**Workflow->Copy Workflow-> Copy workflow created by officer-->Assessment Period----> Search Officer Name-> Click on preview**

- c) In both point (a) & (b) the Primary Custodian and Alternate Custodians **"should not choose to 'Copy previous year workflow' as the data may have changed from the previous year. Instead 'Copy workflow created by officer' tab should be chosen by the custodians"**.

d) The pathway to be followed for PAR Generation is then given below

**PAR--→Generation-→Assessment Period-→Search Officer→Generation-→Fill all the basic information as given by officer reported upon/users and send to officer reported upon.**

e) **Before PAR Generation**, the Primary Custodian and Alternate Custodians shall also verify the employee details using the documents appended by officer in **'Reference upload'**.

(iv) FOR NRC: (No Report/No Review Certificates)

a) 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 should be clearly mentioned in **'Additional Details/Comments'**- i.e. multiple reporting/reviewing officers, availing of earned/maternity/child care/study leave/training more than 15 days etc.

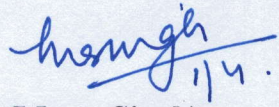
b) A reference may be made to the documents uploaded by user while previewing the workflow created by the user/ officer. After filling the details, the NRC may be then sent to the Competent Authority

c) For No Review – the option 'N' may be selected from the menu to pick the No Review template.

d) Certain templates for drawing No Report Certificates/No Review Certificates are being added by NIC using drop down menu on SPARROW and the same may be used while choosing the option.

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, empanelment's and deputations and hence all officers should fulfill their public duty of timely submission of their self-appraisal. The Primary and Alternate Custodians shall ensure that the public duty is fulfilled timely.
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