



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

2nd Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003.

F.No. HRD/PM/APAR/403/SPARROW/2021-22/ 5556

Dated: 28/09/2021

To,

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

Subject:- Careful creation of workflow, submission and grading of APARs on SPARROW Portal – reg.

Respected Madam/Sir,

Kindly refer to this Office letters F.No. HRD/PM/APAR/403/SPARROW/2020-21/9477 dated 22.03.2021 and F.No. HRD/PM/APAR/403/SPARROW/2021-22/245 dated 09.04.2021.

2. In this regard, it is stated that Standard Operating Procedures (SOPs) for SPARROW users were issued by this office vide letters under reference above. Step by Step User Manual for login into SPARROW was also uploaded on irsofficersonline on 01.06.2020. Apart from this, region-wise support sessions have also been undertaken by HRD through Webex in June 2020. A Technical Support Team was constituted by the Pr.DGIT, HRD vide letter dated 09.06.2020 to assist officers for writing APARs on SPARROW. This team has been regularly providing assistance to the Officers since then. Custodians in each Region are trained and supported by the Tech Team. Besides this, a 'SPARROW CUSTODIANS' WhatsApp group continuously supports and assists the Custodians.

3. I have been directed to state that even with the support being rendered by HRD, it has been observed that officers are repeatedly committing common mistakes in creation of workflow/ submission/grading of APARs on SPARROW Portal such as writing self-appraisal in wrong forms, choosing wrong reporting / reviewing officer, choosing wrong

dates for APAR writing etc. Requests are received on a daily basis for deletion of workflow / deletion of APARs. It may kindly be noted that since the SPARROW portal is handled and maintained by NIC, each deletion entails additional effort on the part of HRD. The custodians are advised to check with the Tech Team before pushing the APARs as deletion is the only option once it is pushed. However, if carefully filled, the error can be rectified at the Custodian level through the 'Update' option.

4. I have further been directed to state that while Team HRD proposes to hold workshops in all CCA Regions to strengthen the working knowledge of the portal, all officers (i.e. Officers Reported Upon, Reporting Officers and Reviewing Officers) are requested to exercise due care and caution in submitting/reporting/reviewing APARs.

5. This issues with the prior approval of the Competent Authority.

Yours faithfully,


28/9/21
(Smriti Bharadwaj)

**Joint Director of income Tax-2(APAR)
HRD, New Delhi**

Copy to: Database Cell with a request to upload the letter on irsofficersonline