



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/2021-22/245

Dated: 09/04/2021

To,

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

**Subject: SOP (Standard Operating Procedures) for officers for filing and grading of APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021-reg.**

Respected Sir/Madam,

Kindly refer to the above.

2. In this regard, please find the important instructions to be strictly followed by all officers reported upon while filing their APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021.

**3. For Officers Reported Upon (ORU)**

- a) Last date of filing self-appraisal by officers reported upon **compulsorily: 15<sup>th</sup> April 2021**  
b) Last date of submission of summary of the Medical Report in respect of Group 'A' officers of the Central Civil Services for the year 2020-21: **30<sup>th</sup> June 2021 (Annexure 'B')**

**c) FORMS**

- Form type to be filled by the officers posted in Non- assessment charges including Headquarters and Directorates: **Form- 1**
- Form type to be filled by the officers posted in NaFAC and ReFAC (AU,VU,RU,TU) and jurisdictional AOs, Assessing Officers posted in IT&TP, Central charges and other assessment charges : **Form-1(a) (Assessing Officer only)**
- For officers of Grade of JCIT/Addl. CIT and above the Forms type already available on SPARROW shall be used.

d) The APAR period needs to be ascertained by the ORU (officer reported upon) according to the time period of supervision by the reporting officer. In case of a single reporting officer and multiple reviewing officers for a given reporting year, then invariably the reviewing officer who has supervised the work of ORU for more than 90 days shall be selected in APAR work flow for the entire reporting year. In case of two or more reviewing officers who are eligible to review the performance of ORU, the last eligible reviewing officer may be selected for the entire reporting year.

e) Description of duties of officers to be elaborately given in Section- II (Self-appraisal) in not more than 1500 words including the accomplishments in the form of Appeal Orders / Quality Assessment orders/ Penalty Orders/ Draft Assessment orders/Verification Reports/Review Reports/Technical Reports, for faceless hierarchy and disposal of pending rectifications, appeal effects, initiation of 148 cases and penalties, dossier handling, scrutiny reports, prosecution reports Vivad se Vishwas Scheme for ZAOs etc wherever applicable.

f) In the column on outstanding contribution, the ORU shall also mention the specific areas for capacity building and upgradation of skills undertaken/identified through training programmes (iGOT, in house trainings, MOOCs through SWAYAM, Seminars attended etc.

#### **4. For Reporting Officers: Integrity Column**

a) In Section-III (A) Appraisal while commenting on the integrity of the officer reported upon ONLY following comments should be put:-(a) Beyond Doubt (b) Since the integrity of the officer is doubtful, a secret note is attached (c) Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer in the box provided.

b) If a secret note is written in the integrity column, then the reporting officers shall communicate the secret note to Pr. CCIT (CCAs) (HQ) manually and not upload on the system.

c) If the grading is above 8, the reporting officer shall give an elaborate pen picture to justify the grading so awarded as the same is considered by DPC for promotions and empanelments etc. alongwith overall gradings.




d) In the pen picture the Reporting Officers are advised to focus only on the overall qualities of the officer including areas of strengths and his attitude towards weaker sections.

5. The above instructions may kindly be strictly followed by all officers while filing or grading APARs for RY 2020-21. A user manual for SPARROW (PARICHAY) prepared by the Directorate of HRD is annexed as Annexure 'A' for kind reference by all the officers concerned.

6. You are requested to kindly circulate the above amongst the all the officers in your field formation.

7. This issue with the approval of the Competent Authority.

Yours faithfully,

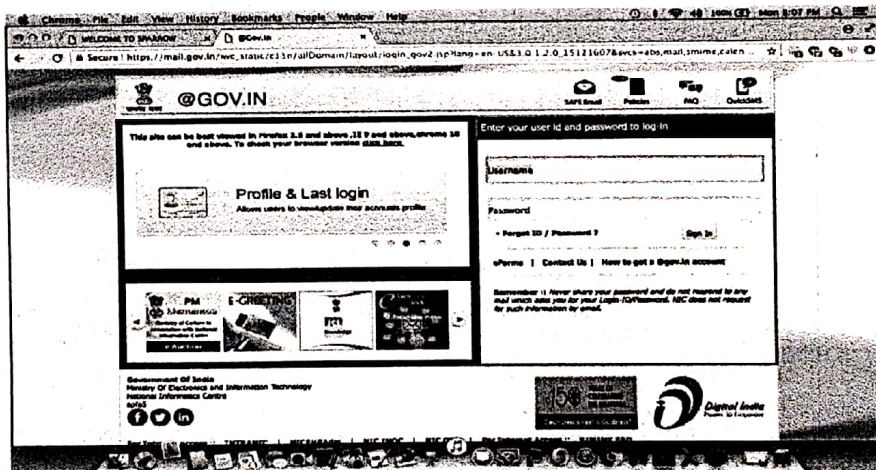
A handwritten signature in dark ink, appearing to read 'Meeta Singh', with a horizontal line drawn across it. To the right of the signature, the date '9/4' is written.

(Meeta Singh)

Additional Director General-1  
HRD, New Delhi

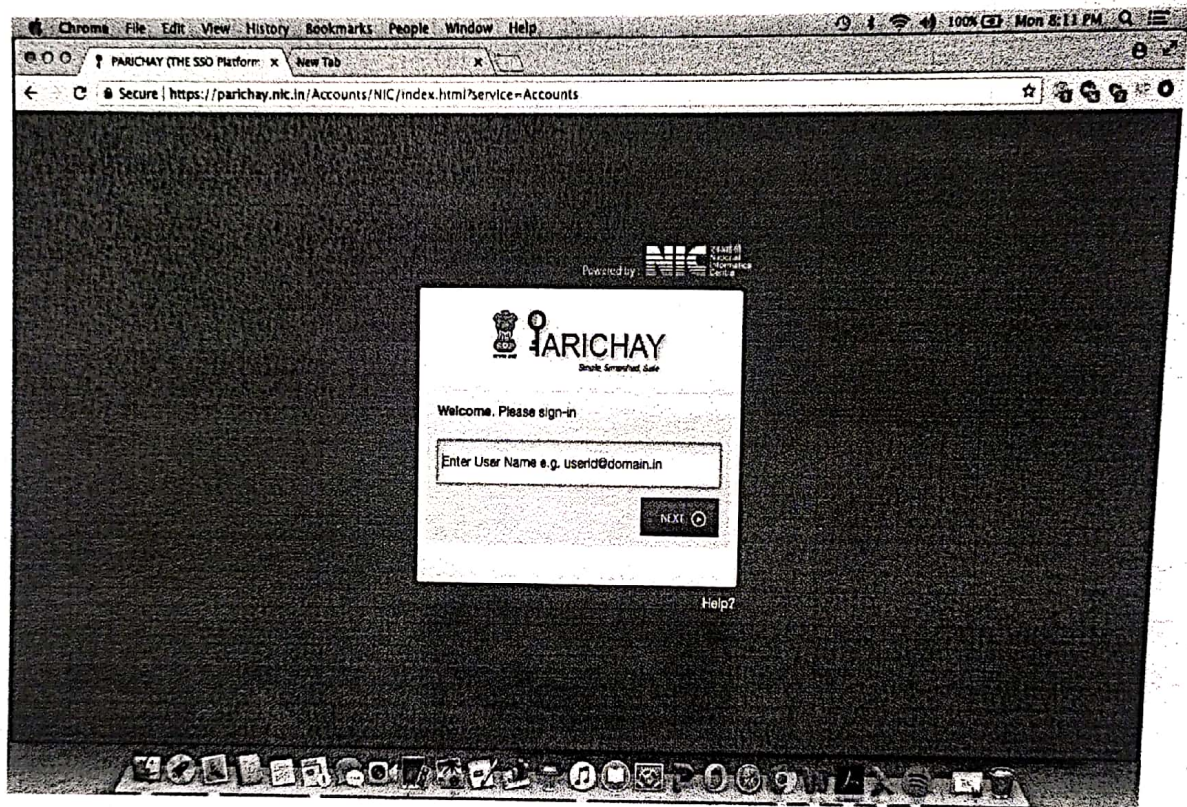
**DIRECTORATE OF HUMAN RESOURCES  
DEVELOPMENT  
CBDT NEW DELHI  
2021  
USER MANUAL FOR SPARROW (PARICHAY)**

1. <https://sparrow.incometax.gov.in>
2. Login using User ID and Password as provided by NIC  
(It can be name.employee code@nic.in OR name.employee code.cbdt@nic.in ( Both are valid)
3. The password provided by NIC can be personalized and changed by visiting site  
<http://gov.in>



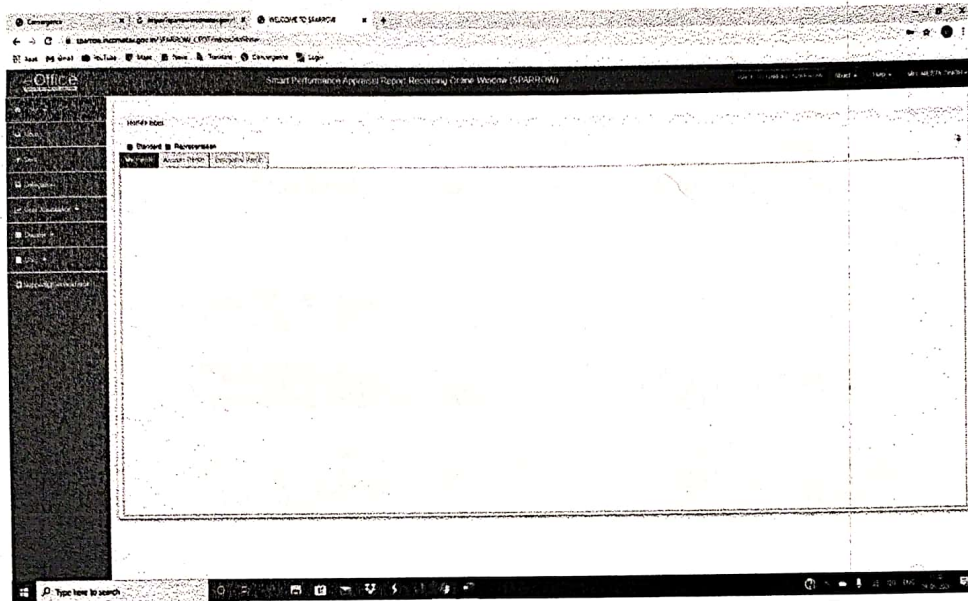


4. After login using the user ID and Password at the sparrow URL it navigates to PARICHAY.





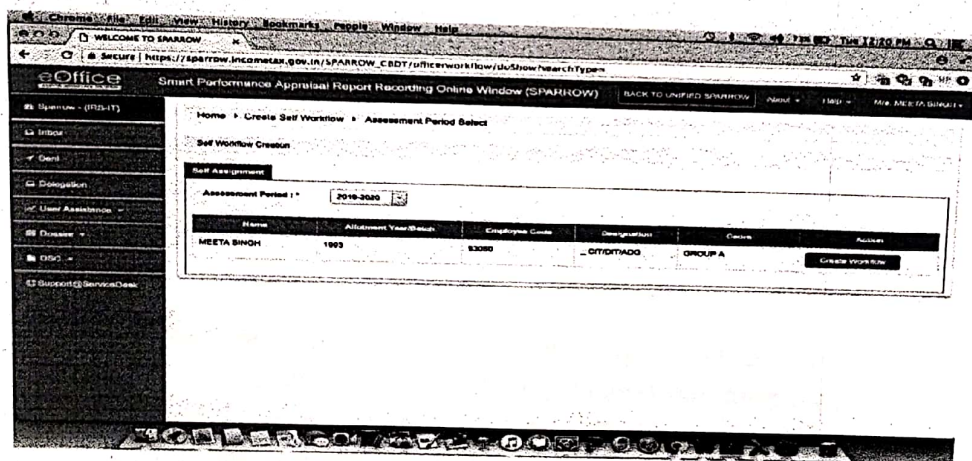
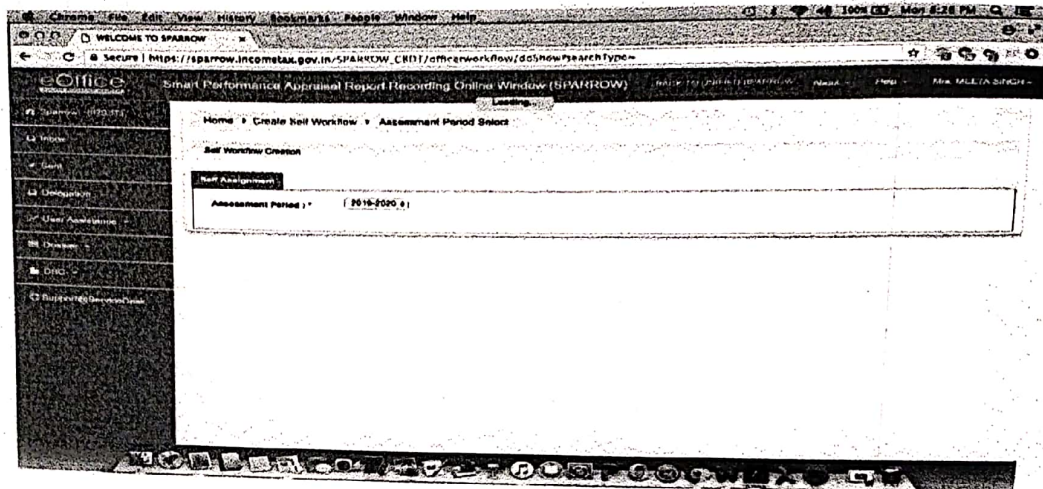
5. On login a page will appear:



6. CREATE WORK FLOW: TO BE CREATED BY THE CONCERNED OFFICER

- The Officer can initiate his/her own APAR by clicking on **USER ASSISTANCE** from side bar.
- Then select **CREATE SELF WORK** flow
- For officers who are in the Department may pick **WITHIN THE ORGANIZATION**, pick **FORM TYPE** from drop down menu as per the designations, ACIT, ADIT /DCIT, DDIT/JCIT, JDIT and so forth.
- The officers on Deputation may pick Form Type from the drop-down menu as under IRS (IT) Deputation.
- Here forms used in Ministries are available for all levels.
- The officer may select Reporting and Reviewing authorities.
- For selecting Reporting and Reviewing Authority once again either the officer can be picked from drop down menu from within the organization or through a **GLOBAL SEARCH** Option available to choose from any other Service.
- The officers may also choose option of **WORKING, LEAVE OR NRC FOR THE SELECT PERIOD**.





## 7. Workflow Creation:

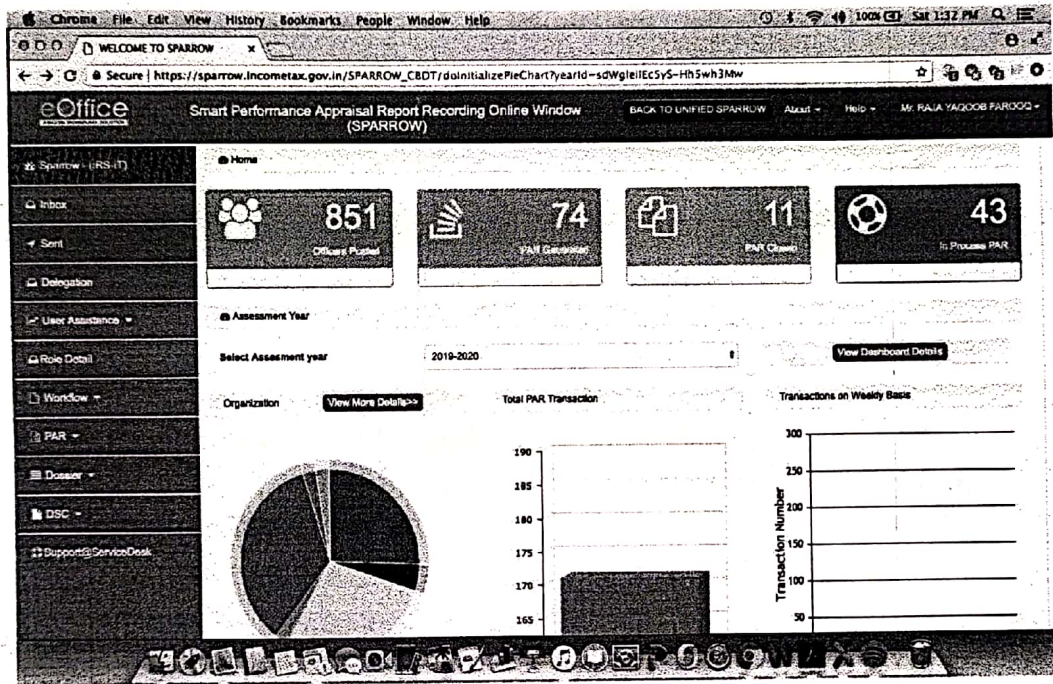
Once workflow is created it gets Auto saved and goes to Custodian.



## SOP FOR CUSTODIAN/ALTERNATE CUSTODIAN

8. The Custodians /Alternate Custodian will then login from his/her login ID

The Custodians/Alternate Custodians Dashboard looks like this:





9. Then the Custodian will go to WORK FLOW from Side Bar

- Workflow
- Create/Update
- Search the Concerned Officer.
- Go to Create Work-Flow
- Then go to Action
- Copy Workflow as filled by the Officer.
- Action to Generate PAR

Home > Workflow > Define Workflow

Basic Information

Code: 12079      Name: INDU BALA      Designation: ACIT/CCIT/ADIT/DOIT  
 Service: IRS-IT      Cadre: GROUP A      Organization: CBOT-IT-DELHI  
 Batch: 2012

Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2019 To: 31/03/2020	-SELECT-	-SELECT-	Actions -    + Continue    + Copy Workflow

10. Then click on Actions

Home > Workflow > Define Workflow

Basic Information

Code: 93060      Name: MEETA SINGH      Designation: CIT/DT/ADG  
 Service: IRS-IT      Cadre: GROUP A      Organization: CBOT-IT-DELHI  
 Batch: 1993

Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2019    To: 22/12/2019	WORKING	Principal Commissioner of L...	Actions -    + Update    + Delete    + Generate PAR
2	From: 23/12/2019    To: 31/03/2020	WORKING	Principal Commissioner of L...	Actions -    + Update    + Delete    + Generate PAR



## 11. GO to GENERATE PAR:

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The left sidebar contains navigation options: Sparrow (IRS-IT), Inbox, Sent, Delegation, User Assistance, Role Detail, Workflow, PAR, Discard, and Support@ServiceDesk. The main content area displays the 'Basic Information' section of the 'APAR FORM-1'. The form is titled 'Section 1: BASIC INFORMATION (To be filled in by the Head of Department) Period of Report from : 01/04/2019 to 31/03/2020'. The form fields are as follows:

Field	Value
Name	RAKESH KUMAR
Grade	GROUP A
Service	IRS-IT
Designation	ACIT/DCIT/ADIT/DOIT
Batch	2010
Assessment Period	01/04/2019 to 31/03/2020
Form Type	Deputy/Assistant Commissioner or Deputy/Assistant Director of Income Tax and equivalent (Other than Assessing Officer)

Below the form, there are six numbered fields for the officer reported upon:

1. Name of the Officer Reported Upon : RAKESH KUMAR
2. Years in Service :
3. Year of recruitment :
4. Year of allotment : 2010
5. Civil Code No. :
6. Date of Birth : 02/07/1980

## 12. Section 1 to be filled by Custodian

- After filling Basic Data in Section 1 the Custodian will then E-sign through his Aadhar number using OTP received on his AADHAR linked phone.
- Custodian need to e-sign for each Section 1 generated for each officer through an OTP each time he/she e-signs
- The Custodian will then send this APAR to the Officer Reported upon:

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The left sidebar contains navigation options: Sparrow (IRS-IT), Inbox, Sent, Delegation, User Assistance, Role Detail, Workflow, PAR, Discard, and Support@ServiceDesk. The main content area displays the 'Basic Information' section of the 'APAR FORM-1'. The form is titled 'Section 1: BASIC INFORMATION (To be filled in by the Head of Department) Period of Report from : 01/04/2019 to 31/03/2020'. The form fields are as follows:

Field	Value
1. Date of continuous appointment to the present grade	Date: [ ] Grade: [ ]
4. Present post and date of appointment thereto	Post: [ ] Date: [ ]
6. Period of absence from duty (on training leave etc.) during the year. If he has undergone training, specify	[ ]

Below the form, there are two fields for the officer reported upon:

1. Name of the Officer Reported Upon : RAKESH KUMAR
2. Years in Service :

At the bottom right, there is a signature field for the Custodian:

Signature on behalf of (Administrative/Personnel Dept.)  
Mr. RAJA YAGOOB PARDOO (14838) - ACIT/DCIT/ADIT/DOIT

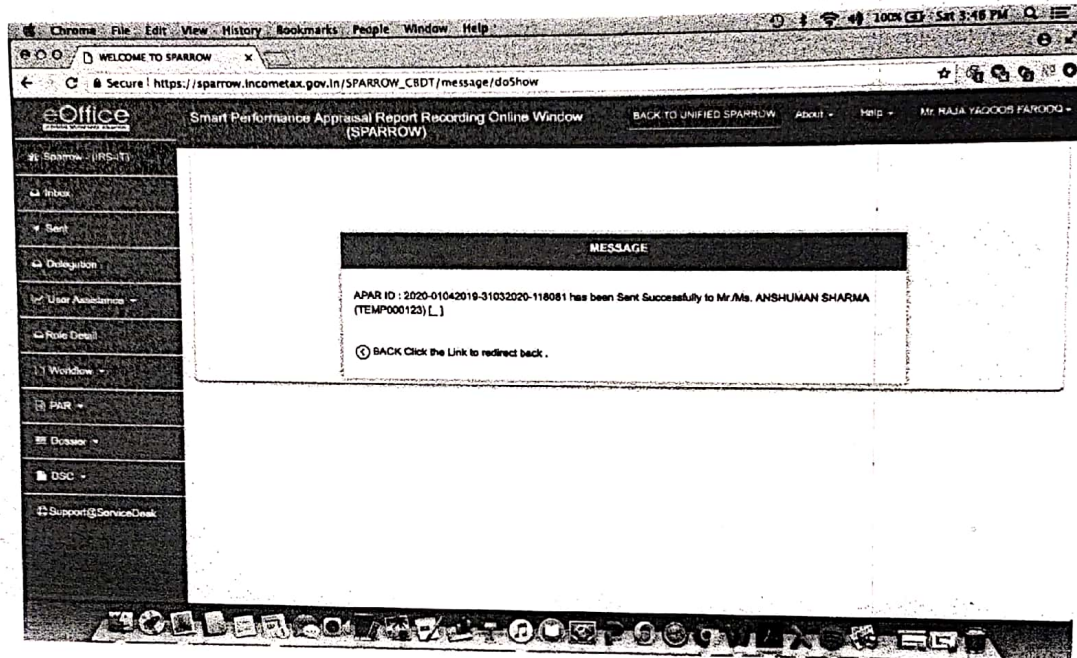
At the bottom left, there is a reference upload field:

Reference Upload (only pdf files with 3mb maximum limit) [Choose File] [No file chosen]

At the bottom, there are two buttons: 'Save As Draft' and 'Send To Officer Reported Upon'.

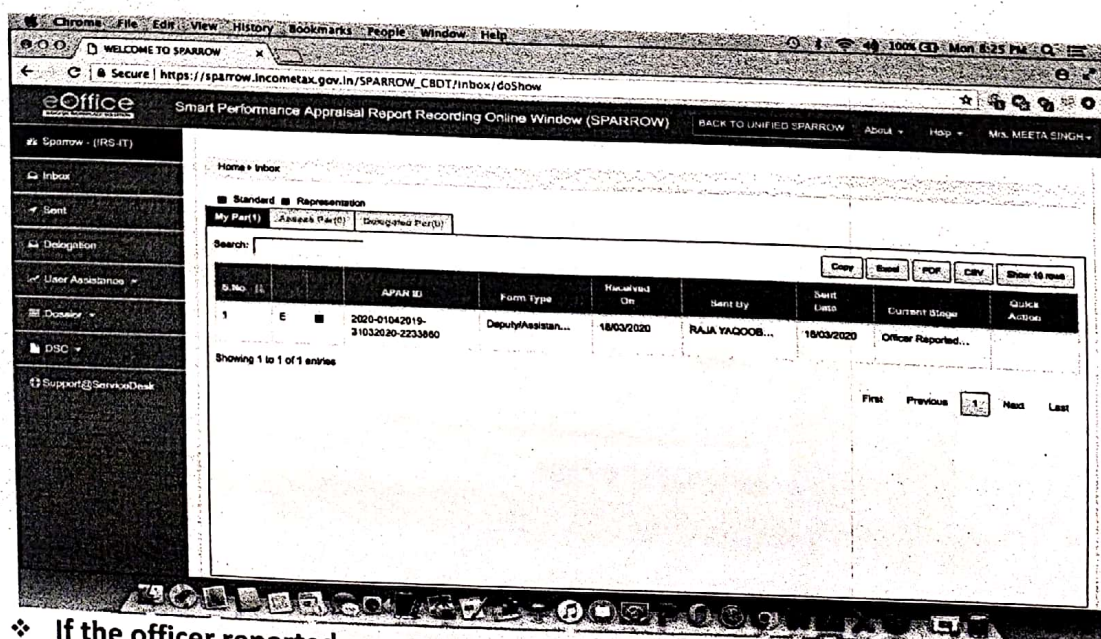


### 13. The message appears on the Screen:



The Officer to be Reported upon will be intimated through an email that the verified APAR is ready to be written.

### 14. The officer to be Reported upon will once again login in through his/her ID into Parichay and APAR will be reflected in the My PAR 1



- ❖ If the officer reported upon wants any detail in section 1 to be changed, he/she may send an error report to be custodian for such corrections.



## 15. SECTION II to be filled by the officer (Self Appraisal)

By clicking on APAR ID

The screenshot shows the SPARROW web application interface. The left sidebar contains navigation links: Sparrow - (IRS-IT), Inbox, Sent, Delegation, User Assistance, Dossier, DSC, and Support@ServiceDesk. The main content area is titled 'Smart Performance Appraisal Report Recording Online Window (SPARROW)'. It displays 'Basic Information' for the user: Name: MEETA SINGH, Cadre: GROUP A, Service: IRS-IT, Designation: CIT/IT/ADG, Batch: 1993, and Assessment Period: 23/12/2019 to 31/03/2020. Below this is the 'Workflow Details' section, which includes a 'Standard' tab and a 'Self Appraisal' tab. The 'Self Appraisal' tab is active, showing 'Section II Self Appraisal (To be filled in by the Officer Reported upon)'. The first question asks for a brief description of duties (not more than 100 words). The second question asks for annual work allocated, completed and achievements (for field posts only).

16. After filling this Section the officer will send it to Reporting Officer after E- sign using OTP on an Aadhar linked Phone number/existing DSC

The screenshot shows the SPARROW web application interface, specifically the 'Self Appraisal' section. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Workflow Details' section with the 'Self Appraisal' tab active. The 'Basic Information' section is visible at the top. Below it, the 'Self Appraisal' section contains questions 6 and 7. Question 6 asks for specific areas where the officer needs to upgrade skills through training programmes. Question 7 asks for a declaration regarding work plans for subordinates. Below the questions, there is a section for the officer's signature and date. The signature is 'Mrs. MEETA SINGH (13080)' and the date is '23/05/2020'. At the bottom, there is a 'Reference Upload' section with a 'Choose File' button and a 'No file chosen' message. The bottom of the page has a 'Save As Draft' and 'Send To Reporting Authority' button.



17. Once the officer Reported upon sends the APAR to Reporting officer he/she gets alert via EMAIL.

18. Similar step follow for Reporting and Reviewing officer. Each time they Report or Review they would have to e-sign through Aadhar number with the help of an OTP received on Aadhar linked phone number.

19. The Reviewing officer has an option to accept the grading as given by the Reporting Officer or grade the concerned officer again.

20. If He/She accepts the grading given by Reporting the APAR goes to Custodian (CR section)

21. If Reviewing Authority wants to grade again then it can be done by clicking on APPRAISAL again which helps coming back to GRADING CHART. After grading then the Reviewing can send to CR.

22. After Reviewing the APAR is received back by the Custodian/Alternate Custodian.

23. The Custodian then Discloses to the Officer Reported/Reviewed upon. On disclosure the officer being reported upon has two options either to ACCEPT OR REPRESENT.

24. If the officer accepts APAR it gets CLOSED. If the Officer Reported upon REPRESENTS then once again the APAR opens and WORKFLOW needs to be CREATED.

**Important:**

- Keep Aadhar linked phone ready for e –sign.
- The OTP generated will have 10 minutes validity.
- The Portal is available on Internet so can be accessed from anywhere.
- The Password provided by NIC can be personalized by visiting <http://Gov.in>
- Please contact @ 1800111555 for any tech support.

No.21011/01/2009-Estt.(A)-Part  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
March 11, 2021

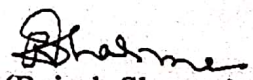
**OFFICE MEMORANDUM**

**Subject: Extension of timelines for submission of summary of the Medical Report in respect of Group 'A' officers of Central Civil Services for the year 2020-2021 - reg.**

The undersigned is directed to say that this Department *vide* OM No.21011/1/2009-Estt.(A)-Part dated 01.02.2012 introduced the scheme of Annual Medical Examination for the Group 'A' officers of Central Civil Services of age 40 years and above. As per the said OM, the officer concerned is required to attach a summary of the Medical Report with his/her APAR.

2. In view of the prevailing situation, it has been decided with approval of the competent authority to extend the last date for submission of summary of Medical Report by Group 'A' officers of Central Civil Services for the year 2020-2021 upto 30th June, 2021.

3. However, timelines for recording and completion of APAR for the year 2020- 2021, as laid down in this Department's OM No. 21011/01/2005-Estt(A)(Pt.II) dated 23rd July, 2009, remain unchanged.

  
(Rajesh Sharma)  
Under Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India

Copy to:

1. EO Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT website.