



भारत सरकार/Govt. of India

आयकर विभाग/Income Tax Department

कार्यालय प्रधान मुख्य आयकर आयुक्त, उ०प० क्षेत्र, आयकर भवन, सेक्टर-17ई, चण्डीगढ़-160017
O/o the Principal Chief Commissioner of Income Tax (NWR), Aayakar Bhawan, Sector-17E, Chandigarh.
E-mail: chandigarh.dcit.hq.vig@incometax.gov.in

F.No. Pr.CCIT/CHD/CB-1/SPARROW/Vol.-II/2021-22/२५

Dated: 12.04.2021

To

The Chief Commissioner of Income Tax-Amritsar/Panchkula,
The Chief Commissioner of Income Tax (ReFAC)-Shimla/Ludhiana,
The Director General of Income Tax (Inv.), Chandigarh,
All the Pr. Commissioners/Directors of Income Tax, NWR, Chandigarh,
All the Pr. Commissioners/Director of Income Tax (ReFAC)(AU/RU/VU), NWR,
Chandigarh,
All the Commissioners/Directors of Income Tax, NWR, Chandigarh,
The Addl. Director General, DTRTI, Chandigarh,
The Addl. Commissioner of Income Tax (International Taxation), Chandigarh.

Madam/Sir,

Sub.: 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.

Kindly find enclosed herewith a copy of letter HRD/PM/APAR/403/SPARROW/2021-22/245 dated 09.04.2021 on the subject cited above.

- In this regard, I am directed to inform you that in pursuance to the DoPT O.M.s, timeline for the initiation of APARs for the reporting year 2020-21 by the officers is 15th April 2021. Further, SOP for SPARROW users released by this office vide F.No. Pr. CCIT/CHD/CB-1/SPARROW/Vol.-II/2020-21/883 dated 25.03.2021.
- Further, vide above mentioned letter dated 09.04.2021, this office has received some important instructions for all officers reported upon and reporting officers and same to be strictly followed by all officers reported upon and reporting officers for the reporting year 2020-21 commencing from 01.04.2021.

Encl.: As Above

Yours faithfully,

(गीताजली सागर/Geefanjali Sagar)

आयकर उपायुक्त (मु.)(सतर्कता)

Deputy Commissioner of Income Tax (Hq.)(Vig.),

चण्डीगढ़/Chandigarh



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/2021-22/245

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)

- Last date of filing self-appraisal by officers reported upon **compulsorily: 15th April 2021**
- 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: **30th 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,

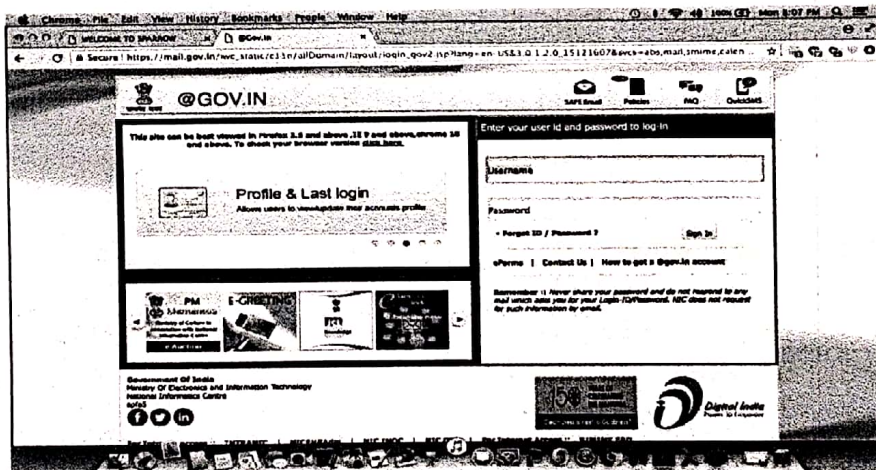


(Meeta Singh)

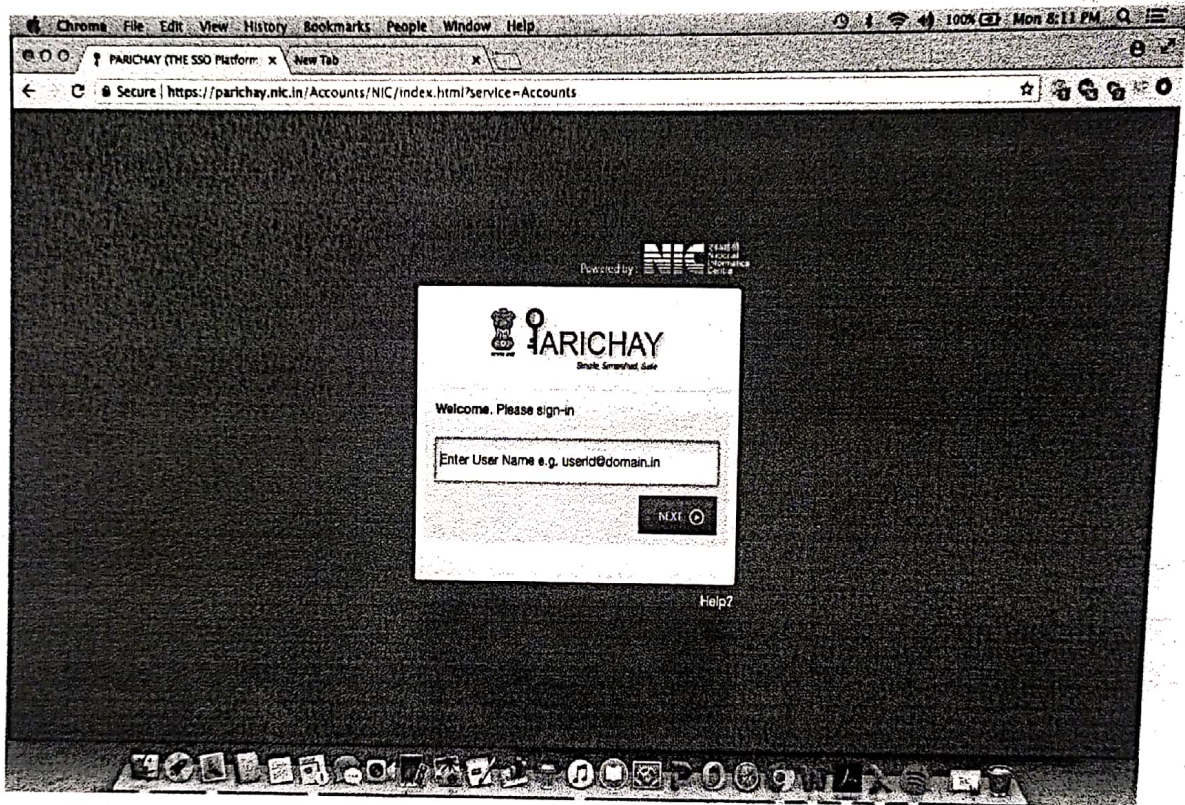
Additional Director General-1
HRD, New Delhi

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

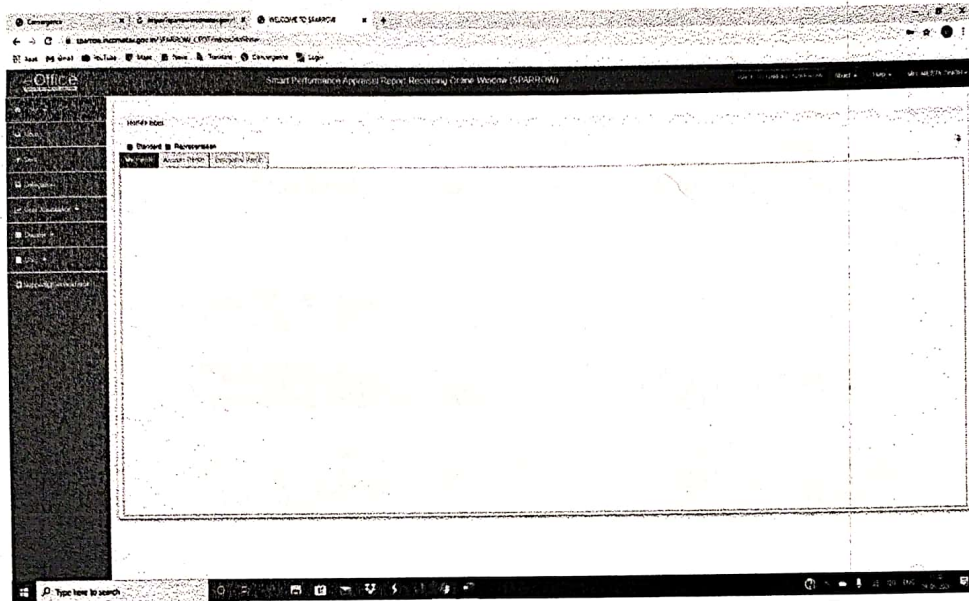
1. <https://sparrow.incometax.gov.in>
2. Login using User ID and Password as provided by NIC
(It can be name.employee.code@nic.in OR name.employee.code.cbdt@nic.in (Both are valid)
3. The password provided by NIC can be personalized and changed by
visiting site
<http://gov.in>



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

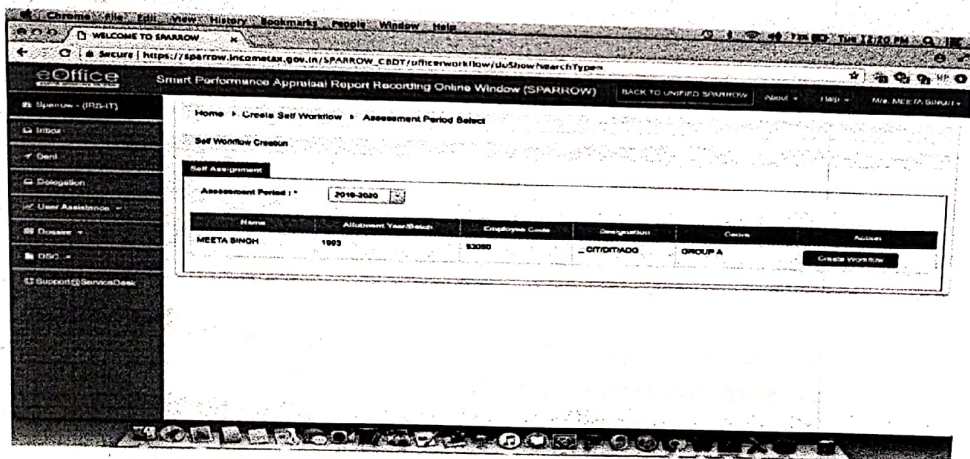
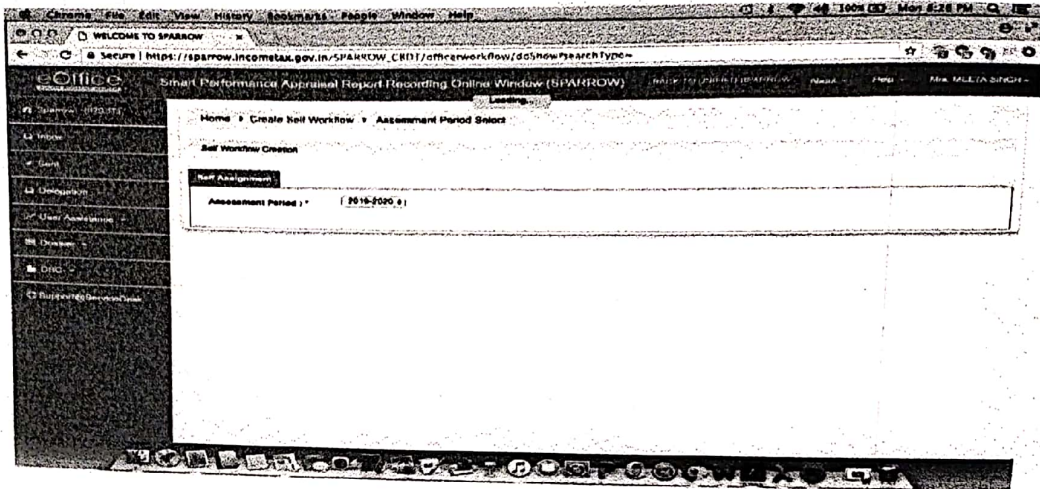


5. On login a page will appear:



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.**



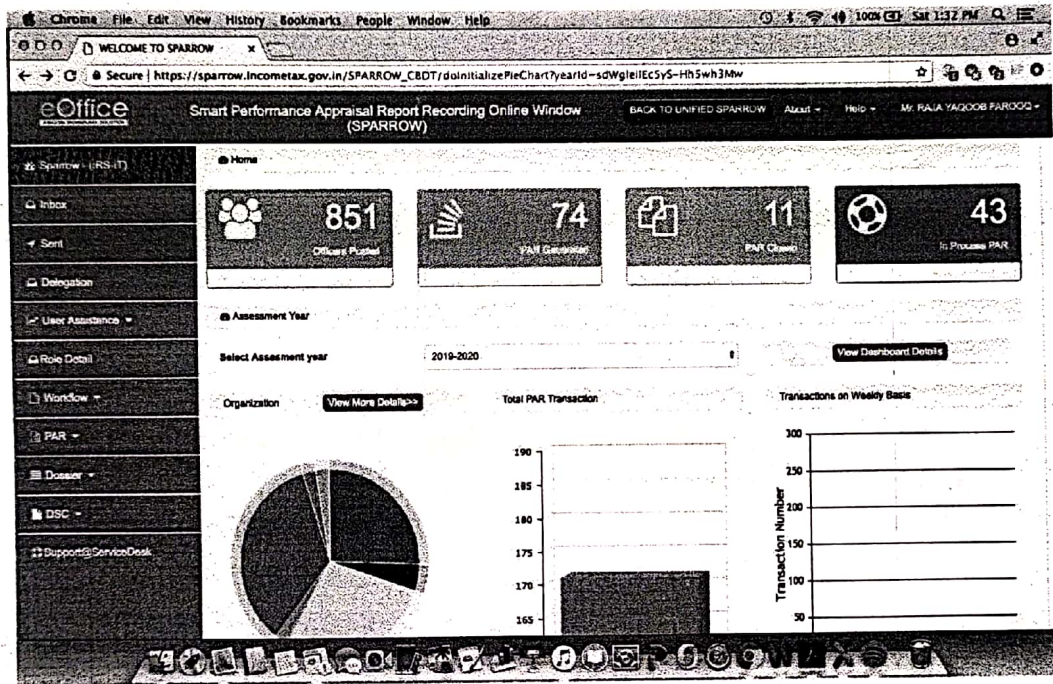
7. Workflow Creation:

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

SOP FOR CUSTODIAN/ALTERNATE CUSTODIAN

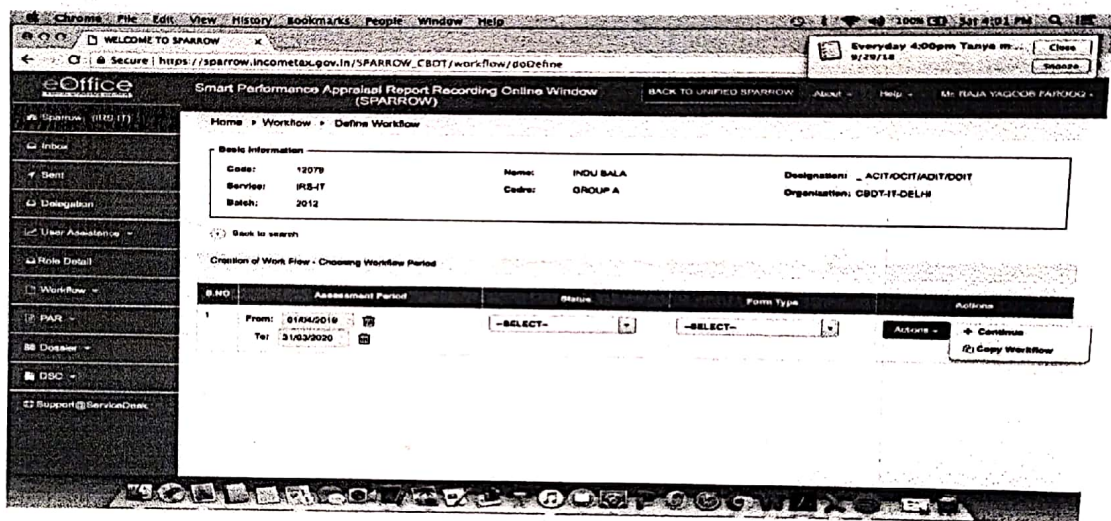
8. The Custodians /Alternate Custodian will then login from his/her login ID

The Custodians/Alternate Custodians Dashboard looks like this:

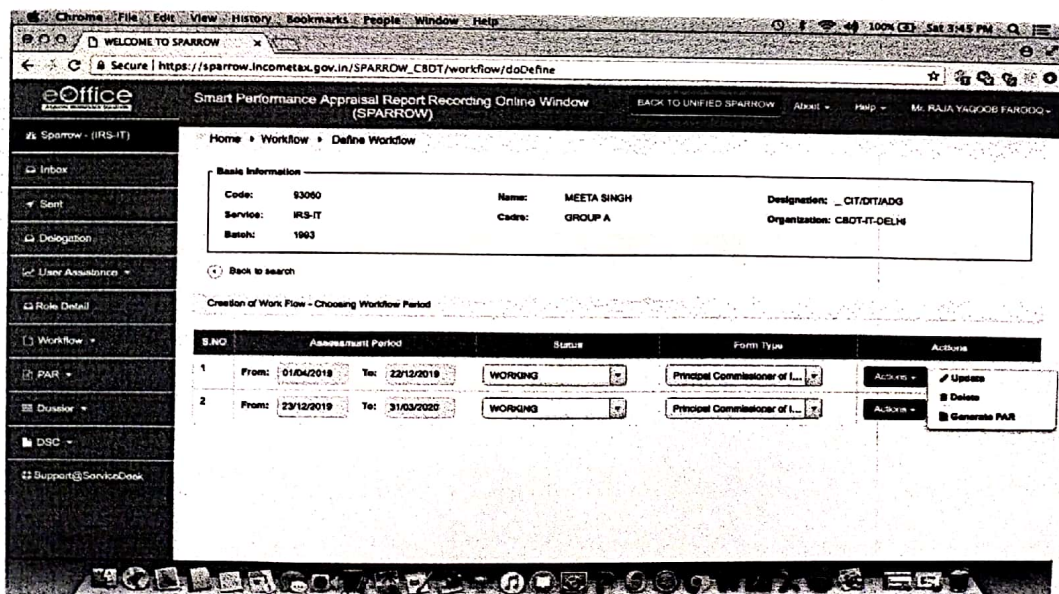


9. Then the Custodian will go to WORK FLOW from Side Bar

- 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



10. Then click on Actions



11. GO to GENERATE PAR:

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The 'Basic Information' section is filled with the following data:

Name:	RAKESH KUMAR	Grade:	GRGUP A	Service:	IRS-IT
Designation:	ACIT/DCIT/ADIT/ADDIT	Batch:	2010	Assessment Period:	01/04/2018 to 31/03/2020
Form Type:	Deputy/Assistant Commissioner or Deputy/Assistant Director of Income Tax and equivalent (Other than Assessing Officer)				

Below this, the 'Basic Information' section of the APAR FORM-1 is visible, titled 'Section 1 BASIC INFORMATION (To be filled in by the Head of Department)'. The period of report is from 01/04/2018 to 31/03/2020. The form contains the following fields:

- Name of the Officer Reported Upon: RAKESH KUMAR
- Years in Service: []
- Year of recruitment: []
- Year of allotment: 2010
- Civil Code No.: []
- 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 'Basic Information' section is filled with the following data:

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

At the bottom right, there is a signature field:

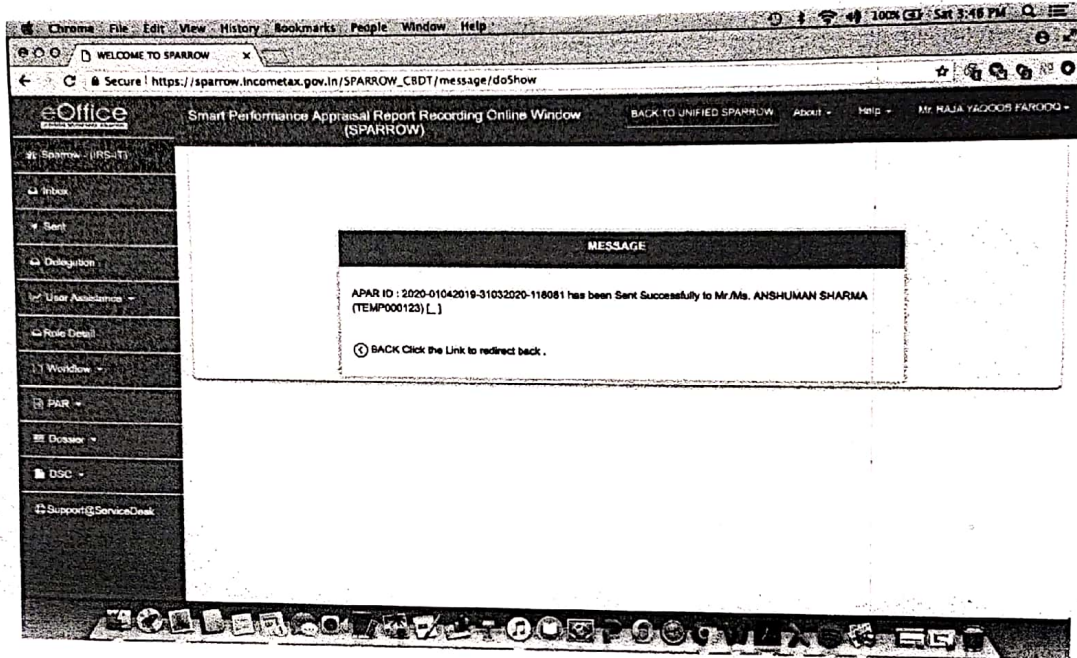
Signature on behalf of
(Administrative/Personnel Dept.)
M: RAJA YAGOOB FAROOQ (14838) -
ACT/DCIT/ADIT/DOIT

Date: 13/05/2020

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

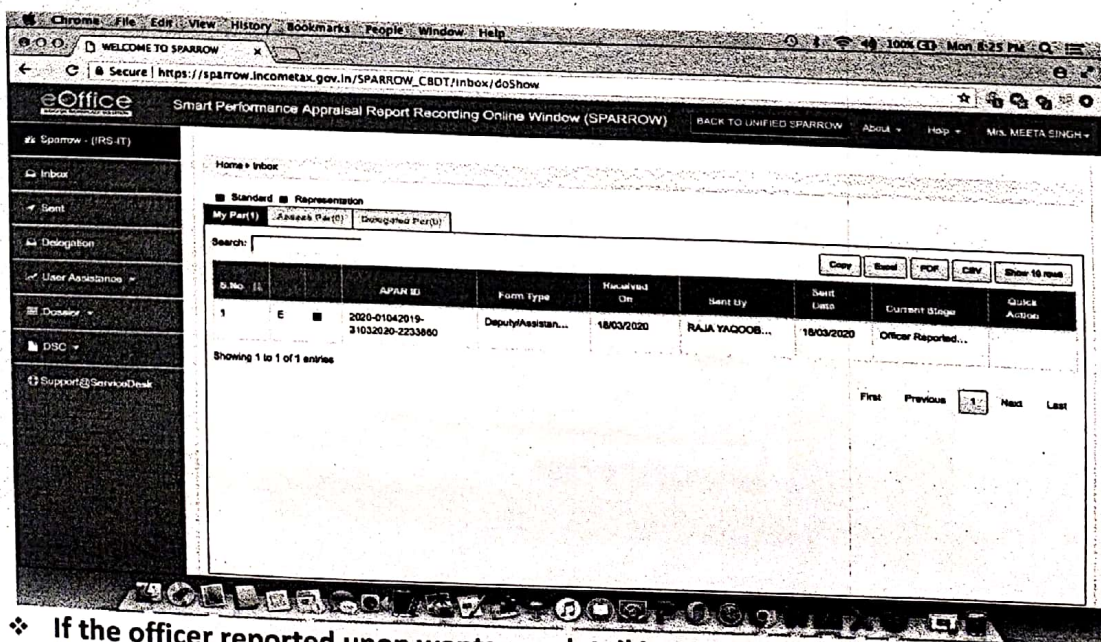
Buttons: Save As Draft, Send to Officer Reported Upon

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.

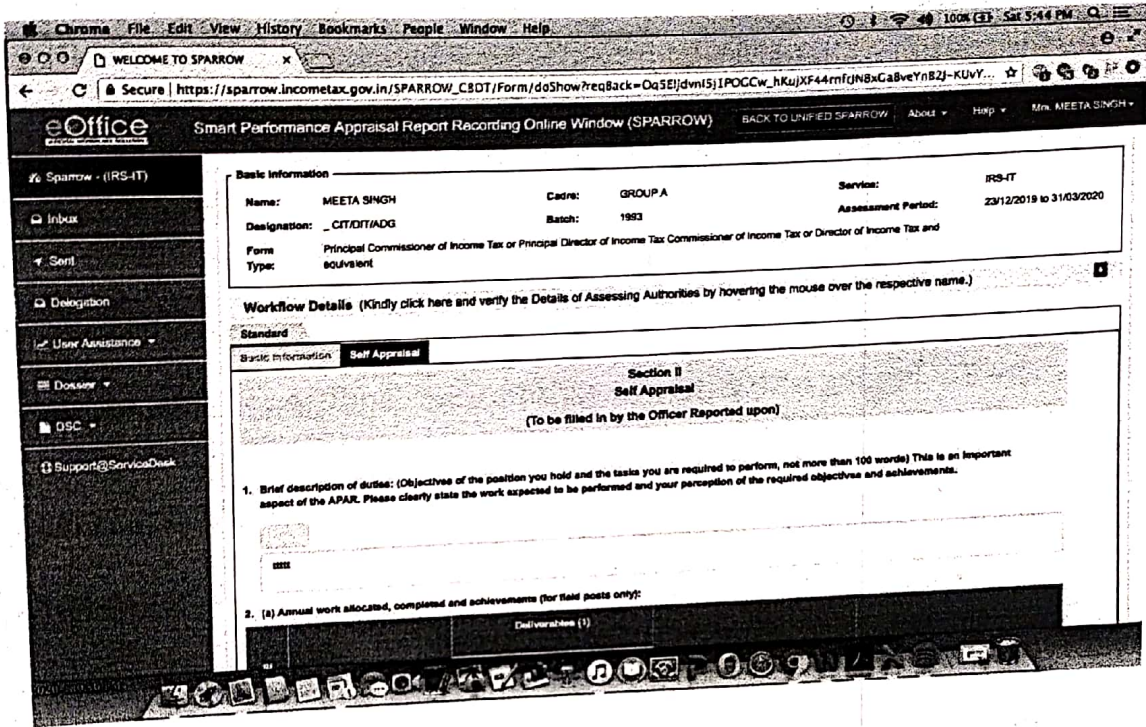
14. The officer to be Reported upon will once again login in through his/her ID into Parichay and APAR will be reflected in the My PAR 1



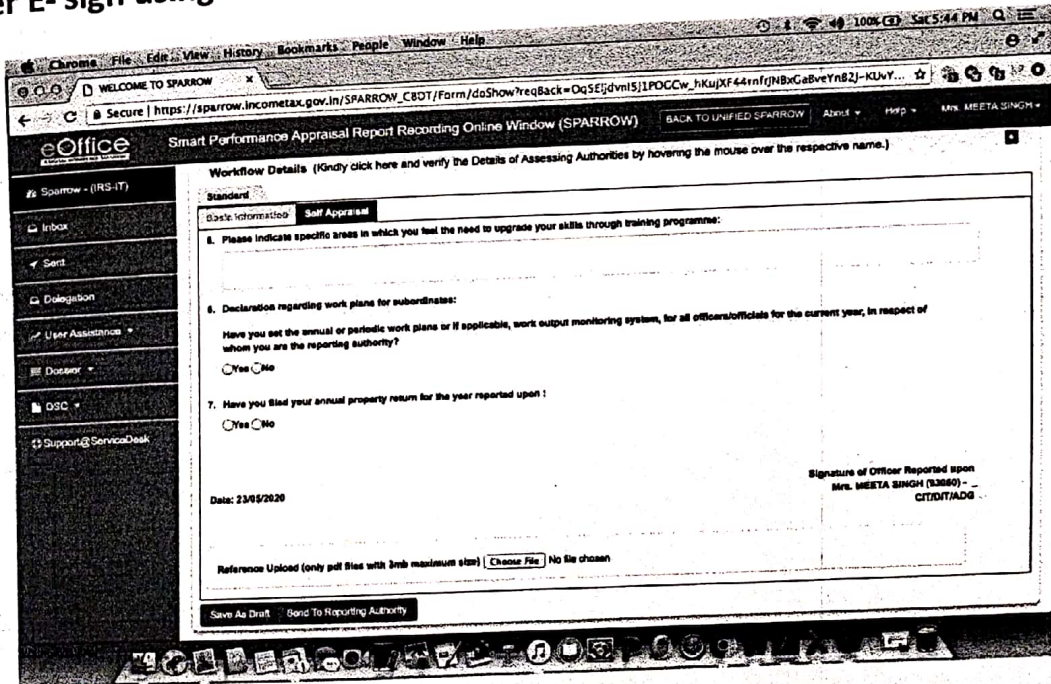
❖ If the officer reported upon wants any detail in section 1 to be changed, he/she may send an error report to be custodian for such corrections.

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

By clicking on APAR ID



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



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

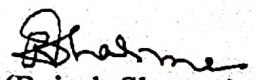
OFFICE MEMORANDUM

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.