

F. No. 25-4/2013-SPG (Vol-II-Pt.)
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, New Delhi
Dated: 17/08/2021

To

All Heads of Circles
Addl. DG APS
Director, RAKNPA, Ghaziabad
Chief General Manager, CEPT, Mysore

Subject: Auto-forwarding of APAR in SPARROW from the assessment year 2020-21 – reg.

Respected Madam/ Sir,

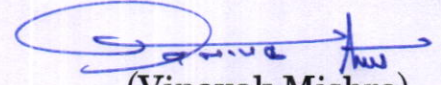
This is with reference to online submission of Performance Appraisal Reports (PARs) for all Group 'A' IPoS officers of Department of Posts in SPARROW Portal.

2. The undersigned is directed to refer DoP&T letter No. 3/4/2019-EO(PR) dated 25.03.2021 (Annexure - A) vide which DoP&T has directed to implement **auto-forwarding of APARs** from one stage to another stage in SPARROW after the specified due date from the assessment year 2020-21.
3. DoP&T vide letter No. 21011/02/2015-Estt.(A-II)-Part.II dated 17.06.2021 (Annexure-B) has extended the timelines for generation of blank APAR forms, recording and completion of entire APAR process for the year 2020-21. Details of Extended timelines is at Annexure-C.
4. State Custodians of all the Postal Circles/Directorate/CEPT/RAKNPA are requested to ensure that blank APAR forms have been generated for all the IPoS Group 'A' officers and also ensure submission of APARs by

concerned officers/Reporting Authority/Reviewing Authority/Accepting Authority as per DoP&T timelines. APAR will automatically be forwarded to next stage after the due date specified by DoP&T.

Yours faithfully

Encl: As Above



(Vinayak Mishra)

Assistant Director General (SPG)

Copy to:

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services.
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech).
3. Sr. Deputy Director General (Vigilance) & CVO / Chief General Manager, Parcel Directorate / PLI Directorate.
4. Secretary, Postal Services Board/ All Deputy Directors General.
5. All Directors/ GMs, BD Directorate / Parcel Directorate / PLI Directorate.
6. All Assistant Directors General (ADsG)/ AGMs, BD Directorate / Parcel Directorate / PLI Directorate.
7. CS to Member (P)/ Shri Chanderpall Singh, IP, SPG-I.
8. Sh. Ravi Kumar, Sr. Technical Director, NIC
9. GM CEPT, for uploading on India Post website.