

File No. A-28011/01/2016-Admn.II
 Ministry of Communications
 Department of Telecommunications
 Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Date: 29th Dec. 2017

OFFICE MEMORANDUM

Sub: Writing of APARs under "Sparrow" by IRRS officers retiring during 2017-18.

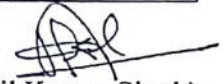
As per the extant instructions a retiring officer has to write his APAR (self appraisal) as well as APARs of subordinates in the capacity of Reporting Officer and/or Reviewing Officer within one of retirement. After the introduction of online writing of APARs from 2016-17 under 'Sparrow' in respect of IRRS Gr.A officers, the system itself disables the retiring officers from writing APAR after one month of retirement. Therefore, the whole exercise of writing APAR (Self Appraisal/Reporting/Reviewing) by a retiring officer has to be completed necessarily within 01 month of his retirement.

2. The following officers of IRRS Gr.A are retiring during 2017-18 :-

- (i) Shri V. V. Singh, Wireless Advisor - Date of retirement (31/01/2018)
- (ii) Shri A. K. Saxena, AWA - Date of retirement (31/12/2017)

3. The above IRRS officers as well as the officers for whom they are Reporting Officer and/or Reviewing Officer are, therefore, requested to send details of their Reporting Officers and Reviewing Officers in the following format immediately so that blank APARs for 2017-18 could accordingly be generated under 'Sparrow' to enable the concerned officers to write the APARs within the stipulated time limit of one month :-

Name, Desg. and Mob. No. of Officer Reported upon	Reporting Officer		Reviewing Officer	
	Name, Desg. & Mob. No.	Period	Name, Desg. & Mob. No.	Period


 (Anil Kumar Singh)

Under Secretary to the Govt. of India

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To

- (i) Wireless Advisor, WPC, DoT
- (ii) Director, WMO, DoT
- (iii) A. K. Saxena, AWA

Copy to:

- (i) Sr. DWA (Coord.), WPC & (ii) Sr. DD (Admn.), WMO : *with the request to upload this on WPC's website and ensure submission of requisite details from concerned officers at least one week before the retirement of officers.*