

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

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001

Dated: 29<sup>th</sup> September, 2021

OFFICE MEMORANDUM

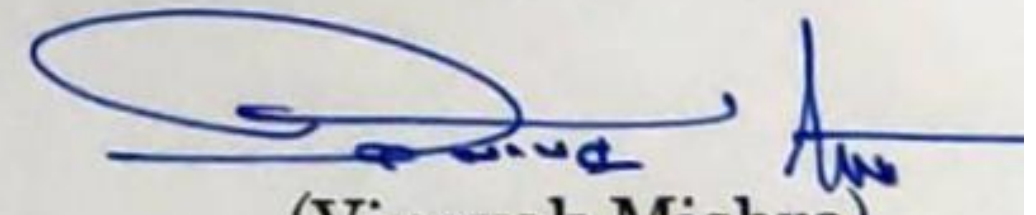
**Subject:** Auto-forwarding of APAR in SPARROW from the assessment year 2020-21 – reg.

This is with reference to letter no. 25-4/2013-SPG (Vol.II) dated 17.08.2021 regarding auto-auto-forwarding of APARs in SPARROW for the assessment year 2020-21.

2. It is to inform that as per DoP&T guidelines, 30.09.2021 is the last date for all the Reporting Officers to write the APARs of the officers Reported Upon in SPARROW. Therefore, all the STATE Custodians will ensure and remind all the concerned officers to complete process of writing APAR and submission to Reviewing Authority by 18:00 hrs on 30.09.2021 through SPARROW, failing which the APAR will automatically get forwarded to Reviewing Authority by 23:59 hrs on 30.09.2021.

3. As directed by the Competent Authority, there should not be any case where APAR has not been written by the Reporting officers by due date.

Yours faithfully



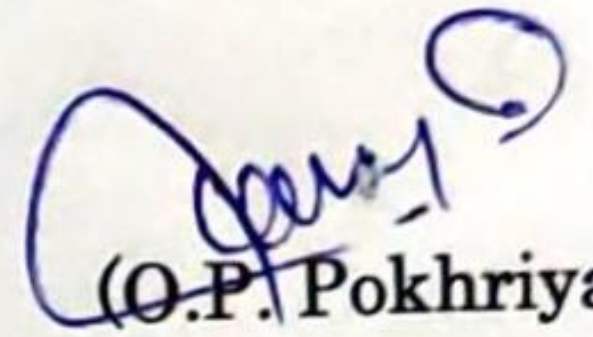
(Vinayak Mishra)

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/BD Directorate.
4. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.
5. CGM, CEPT Mysore
6. All Chief Postmasters General/Postmasters General.

7. Addl. DG, APS C/o 56 APO.
8. Secretary, Postal Services Board/ All Deputy Directors General.
9. GM (CEPT), Mysore, with a request to upload the order in India Post Website.
10. All GMs/Directors, BD Directorate / Parcel Directorate / PLI Directorate.
11. All Assistant Directors General (ADsG), Postal Directorate/ AGMs, BD Directorate / Parcel Directorate / PLI Directorate.
12. CS to Member (P).
13. Guard File.



(O.P. Pokhriyal)

Assistant Director (SPG-I)