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: 25/03/2021

To

All Heads of Circles
Director, RAKNPA, Ghaziabad
Chief General Manager, CEPT, Mysore

Subject: Dealing of APAR Representations received in SPARROW Portal.

Respected Madam/ Sir,

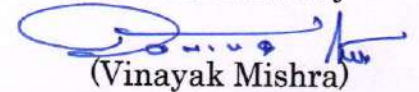This is with reference to dealing with APAR representation received in SPARROW Portal.

2.   In this regard, it is to say that Smart Performance Appraisal Report Recording Online Window (SPARROW) portal has been made live from 16th July, 2020 for filling of Annual Performance Appraisal Report (APAR). All Group 'A' IPoS officers of Department of Posts except those who are on Deputation have started to fill online PAR through SPARROW portal for the assessment year i.e. 2019-20.

3.   Many Circles have inquired about the procedure to be followed for dealing with representations submitted by officers regarding grading/entries in their APARs recorded in SPARROW, subsequent to disclosure of the same to them. It is to inform that the process flow of dealing with such representations will be the same in online module as same was being followed earlier for physical APARs. Following procedure will be followed for dealing representation online in SPARROW.

   a. State Custodian will check the inbox of SPARROW to know the details of officers who have made representation against APAR remarks/gradings.
   b. State Custodian will go to create/update workflow and click on update button for defining the representation workflow of the specified period for which representation is submitted by the officer.

c. After that State Custodian will go to Inbox and forward the representation to Competent Authority (name of Competent Authority, DDG (P), will automatically get filled up) by clicking forward to Competent Authority button. State Custodian will also take printout of the representation and send it to Director (Staff), Postal Directorate for further examination.

d. After final decision of the Appropriate Authority is obtained, the whole APAR with the decision of the Appropriate Authority, will be migrated to SPARROW by CS to Member (P) and copy of letter will also be sent to State Custodian for information.

e. As regards officers posted in Postal Directorate, attached Directorates and RAKNPA, Ghaziabad, it will be the responsibility of CS to Member (P) to forward the representation in SPARROW to Competent Authority and printout to Director (Staff).

f. Forwarding of Representations for the FY 2019-20 should be completed by 30.03.2021. SPARROW for FY 2019-20 will be disabled on 31.03.2021 as per instructions of DoP&T. User manual for forwarding the Representation in SPARROW is attached at Annexure-A.

g. Top priority will be given so that all representations are forwarded as per procedure above by 30.03.2021

4.   This issues with the approval of Member (P).

Yours faithfully

(Vinayak Mishra)
Assistant Director General (SPG)

<u>Copy to:</u>

1. CS to Member (P)
2. GM (Operations), CEPT Mysore for uploading on Indiapost Website.

User Manual for dealing APAR Representation received in SPARROW

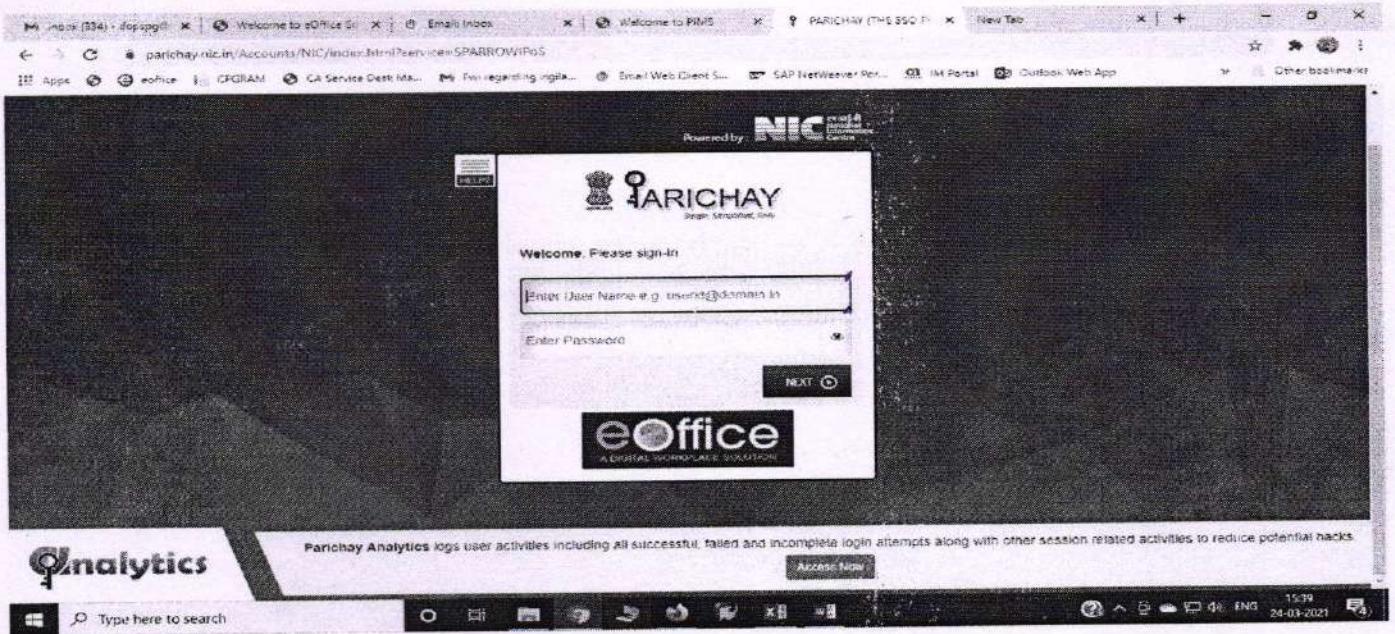- Fill user id and password for login into SPARROW as shown in Fig. 1

Fig. 1

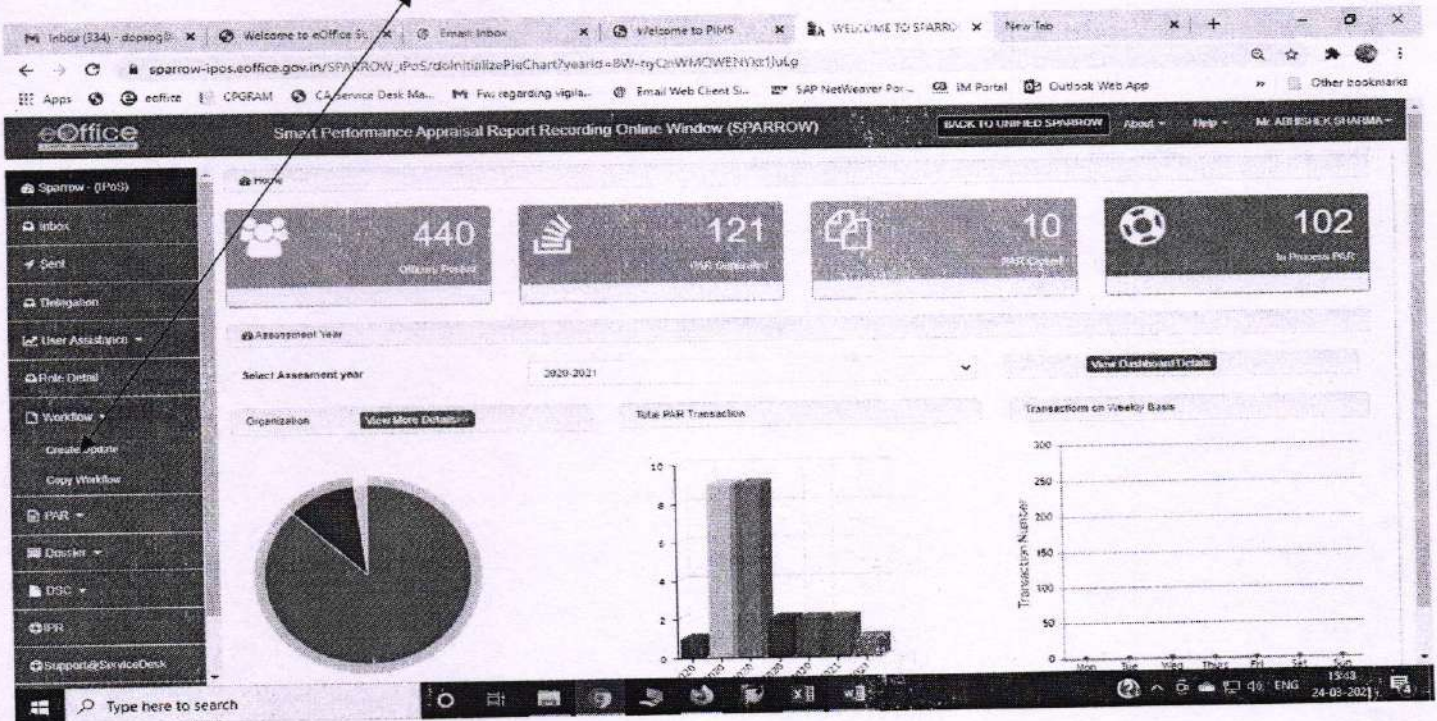- Click on Create/Update workflow as shown in Fig. 2

Fig. 2

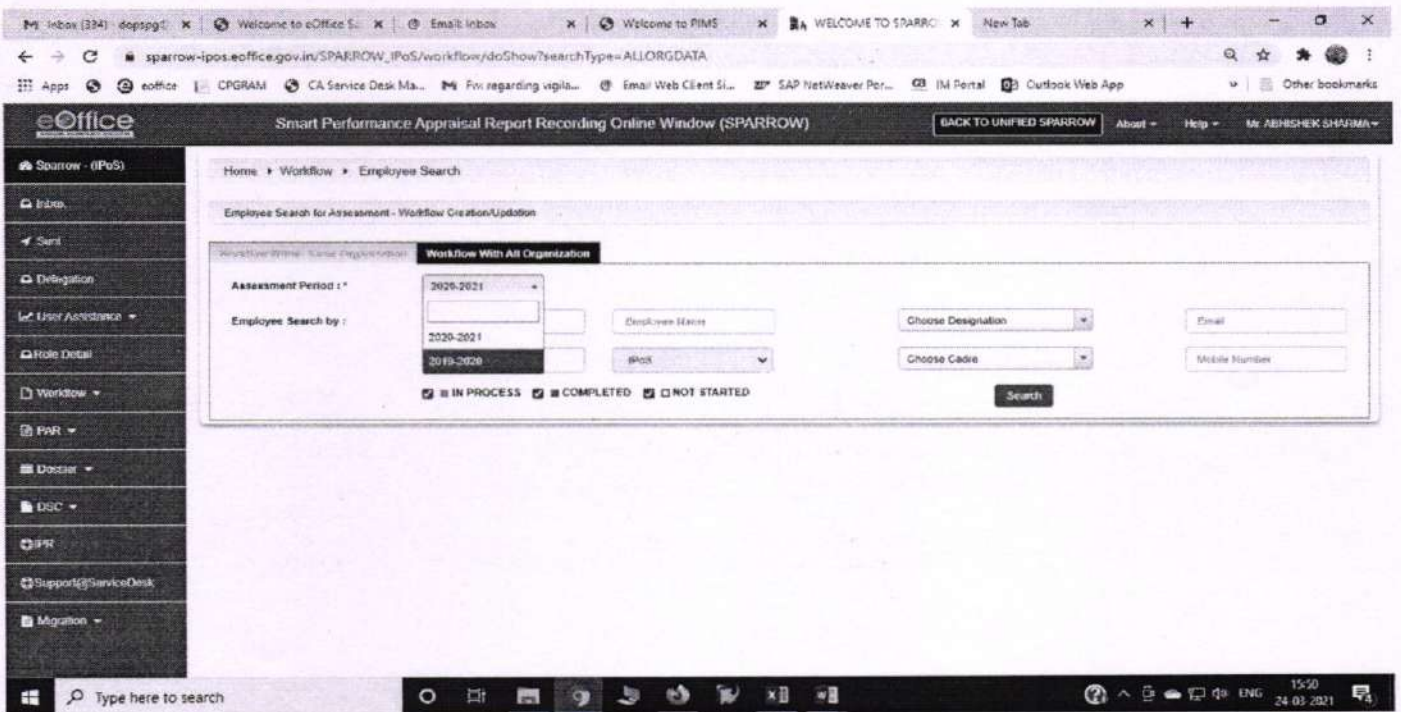- **Select Assessment year 2019-20 as shown in Fig. 3**

Fig.3

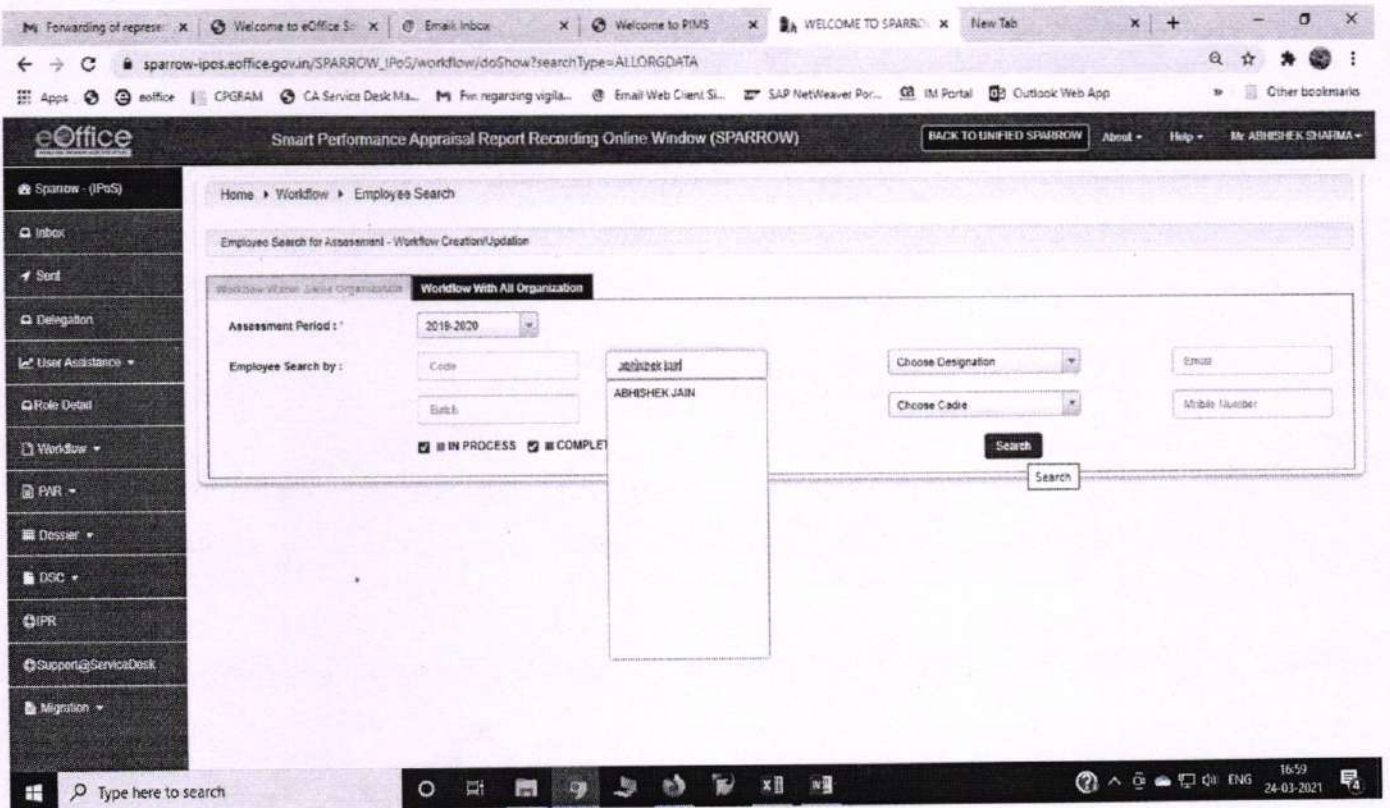- **Search officer's name for whom representation is received as shown in Fig. 4**

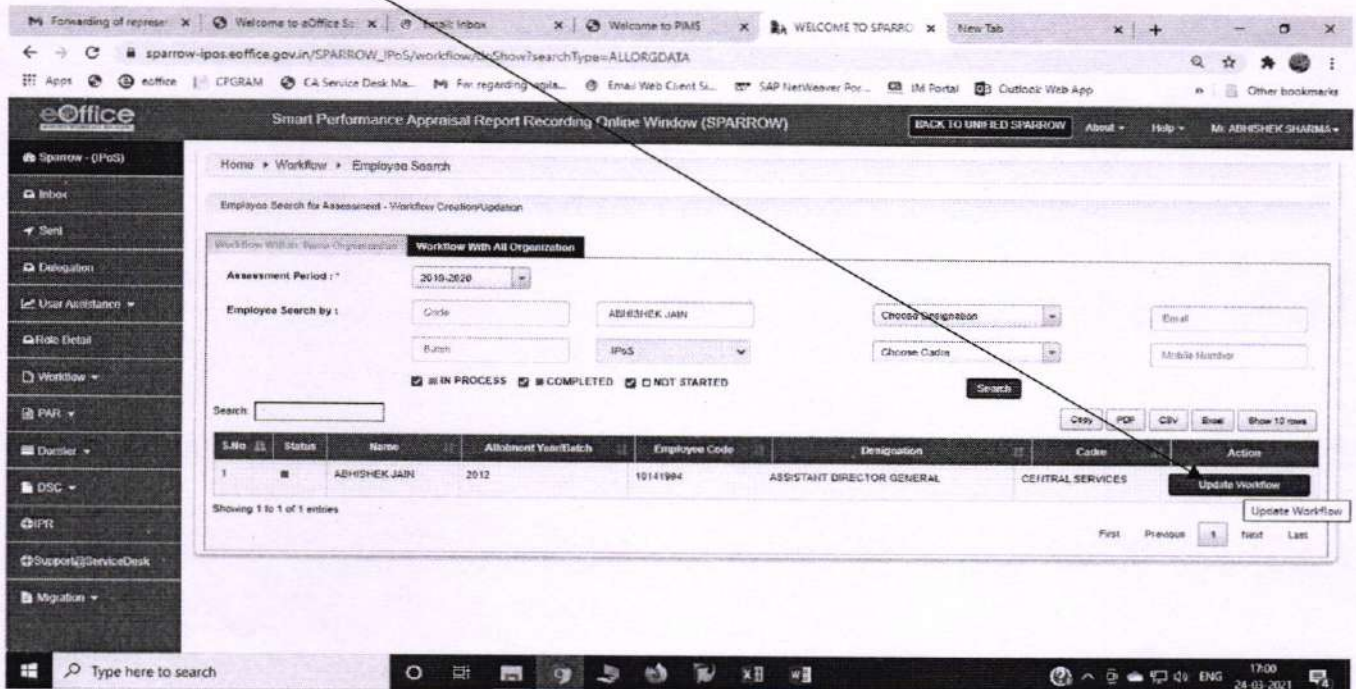Fig. 4

- **Click on update workflow as shown in Fig. 5**

Fig.5

- **Choose Assessment Period for which representation is received and click update button under Acton Tab as shown in Fig.6**

Fig. 6

- **Click on update button as shown in Fig. 7**

Fig. 7

- **Go to Inbox as shown in Fig. 8.**

Fig. 8

- **Click on Assess Par and APAR ID as shown in Fig. 9.**
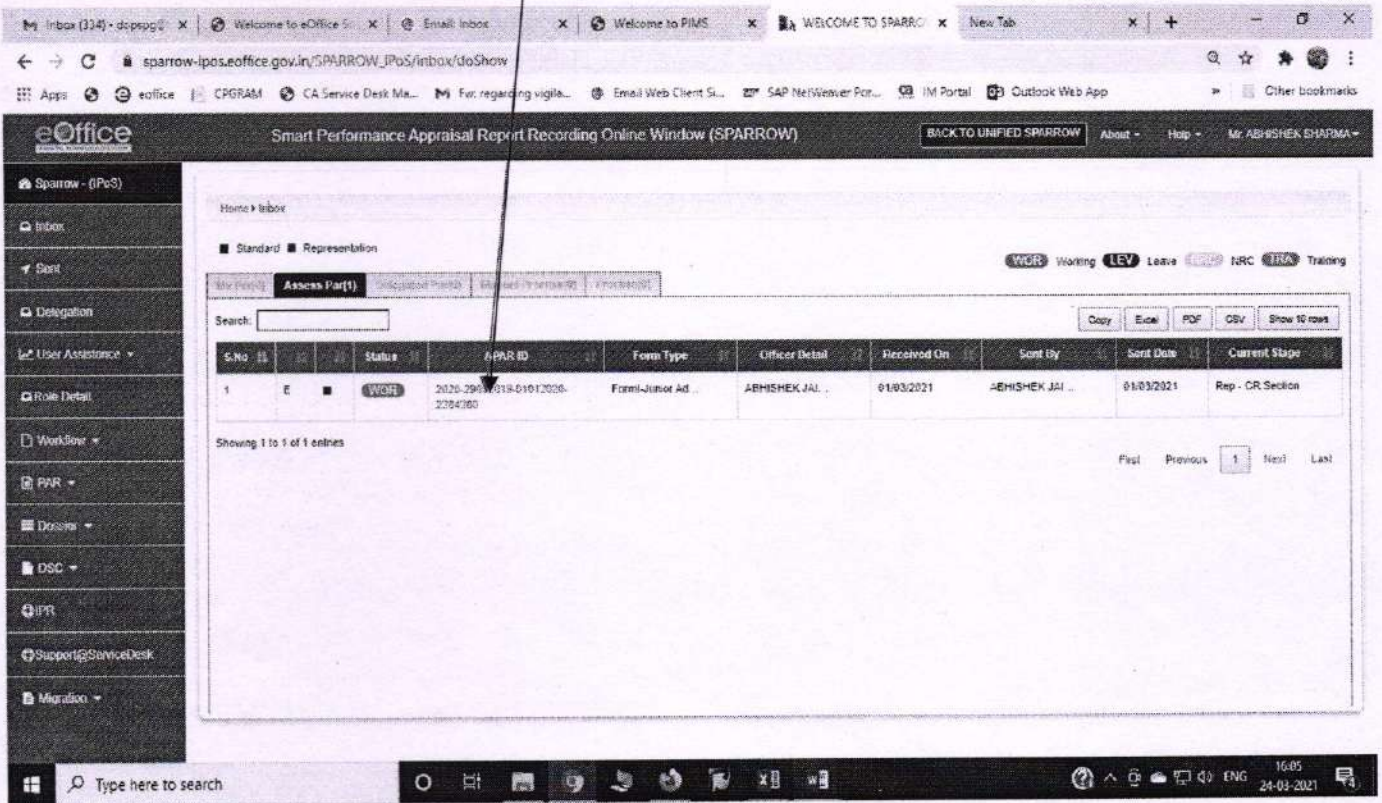

Fig. 9

- **Click on Send to Competent Authority-Stage I as shown in Fig. 10**

Fig. 10

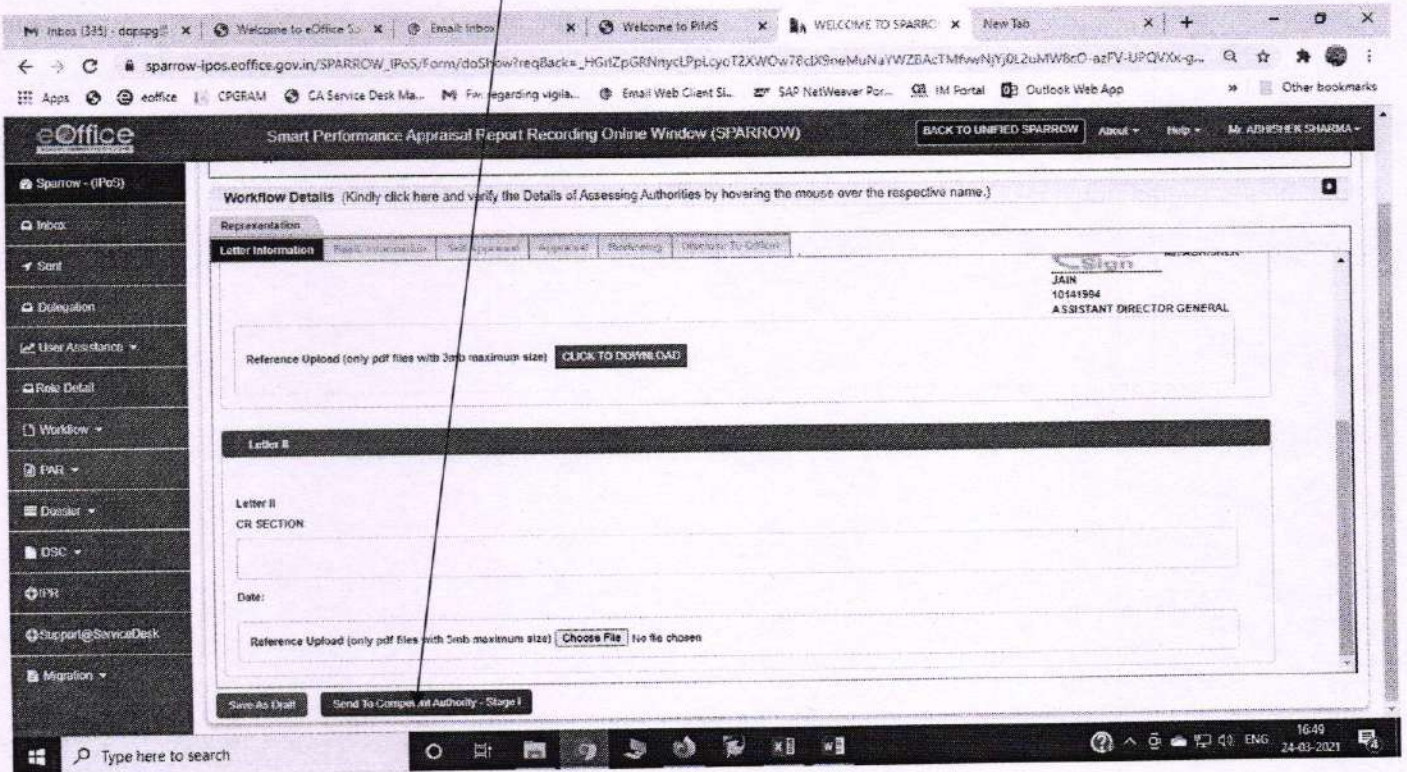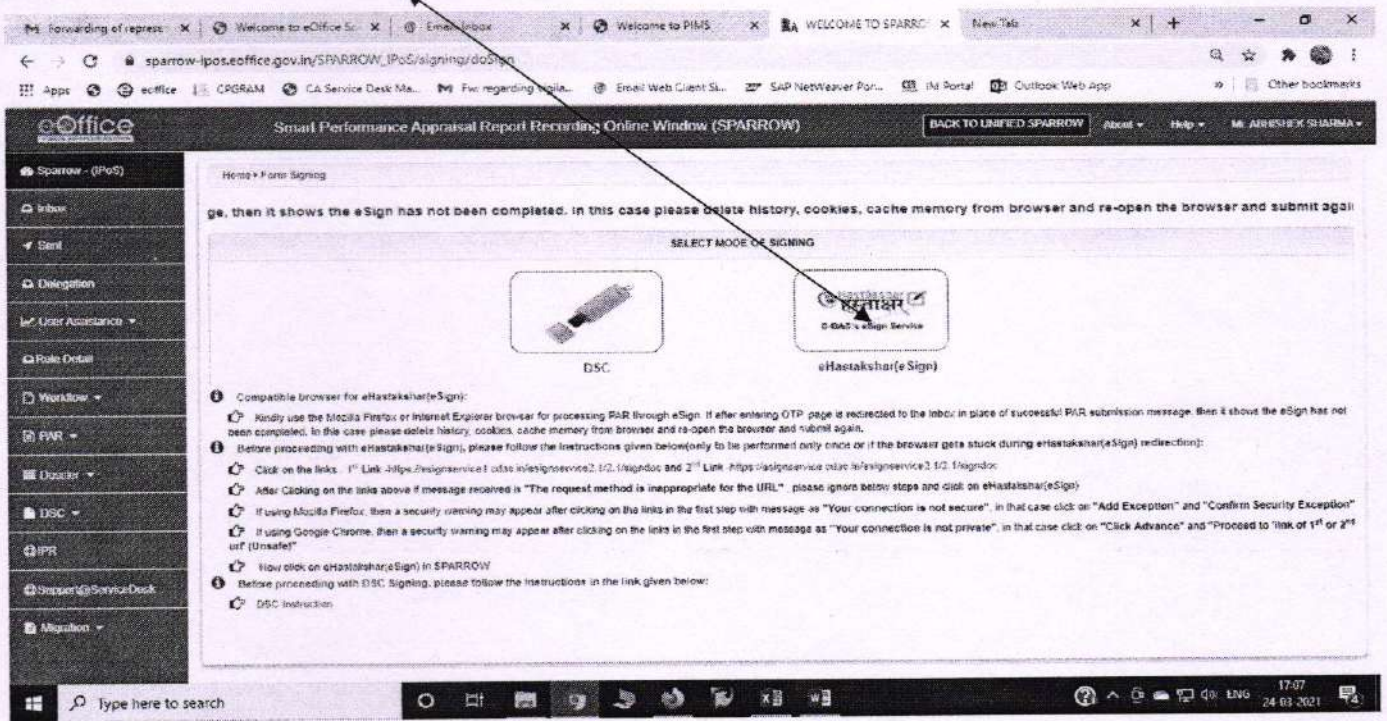- **Click on eHastakshar(eSign) as shown in Fig. 11.**

Fig.11

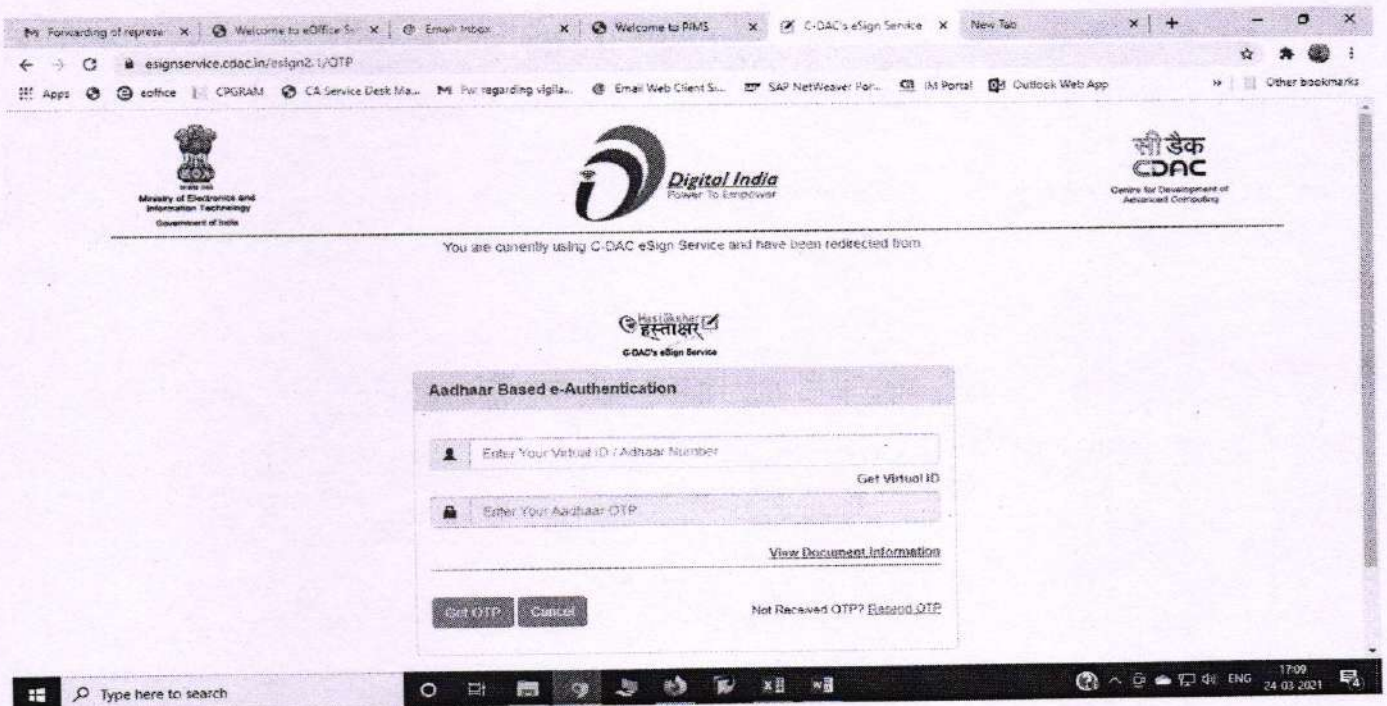- **Fill your Aadhar No. and OPT to submit as shown in Fig. 12**

Fig. 12