

भारत सरकार
प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना
10वीं मंजिल, 'D' ब्लॉक, आयकर शिखर,
ए. सी. गार्ड्स, हैदराबाद 500-
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GOVERNMENT OF INDIA
Office of the
Pr. Chief Commissioner of Income
Tax,
Andhra Pradesh & Telangana
10th Floor, 'D' Block,
IT Towers, A.C.Guards,
Hyderabad – 500 004.
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(Section)23425485, 23425486

CONFIDENTIAL

F.No. SPARROW/APARs/SoP/Pr.CCIT/2022-23

Dt:10.04.2023

MEMORANDUM

Sub : SoP for filing of APAR by ORUs and approval by Custodians on SPARROW from the Reporting year 2022-23 - Reg.

Ref : F.No.HRD/PM/APAR/403/SPARROW/2020-21/30 dt.05.04.2023 (Copy enclosed)

With reference to the above, I am directed to forward herewith a copy of the letter cited in reference relating to SoP for filing of APAR by ORUs and approval by Custodians on SPARROW from the Reporting year 2022-23, the contents of which are self-explanatory, for favour of information and necessary action.

Yours faithfully,


(B. SASHIKANTH)

Joint Commissioner of Incometax(OSD)(Hqrs)(Vig)
O/o Pr.CCIT, AP & TS, Hyderabad.

To

All Officers of Gr. 'A' Cadre and ITOs posted in AP & Telangana Region



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/2020-21/36

Dated: 08.04.2023

To,

All the Pr. CCsIT (CCA)

Subject: SoP for filing of APAR by ORUs and approval by Custodians on SPARROW from the Reporting Year 2022-23 onwards -reg.

Respected Sir/Madam,

Kindly refer to the above.

2. Sparrow portal has been updated to allow Officers Reported Upon (ORUs) to fill in their Basic Details for generating their APARs from Reporting Year 2022-23 onwards.
3. Earlier Basic Information for the ORU was filled in by the Primary/Alternate Custodian on the basis of physical data provided by the ORU. Now in the updated SPARROW portal, ORU also has the option to fill in the Basic details on his own. Primary/Alternate Custodian may either copy the data filled by the ORU or fill in the same in case of any discrepancy.
4. In light of the changes in the portal, the updated **SoP for the ORUs is attached as Annex A and for the Custodians (Primary and Alternate) is attached as Annex B.**
5. Therefore, I am directed to kindly request you to circulate the annexed SoP's for filing of APAR by ORUs and approval by Custodians on SPARROW portal to all the officers and Custodians in your charge.
6. This issues with the prior approval of the competent authority.

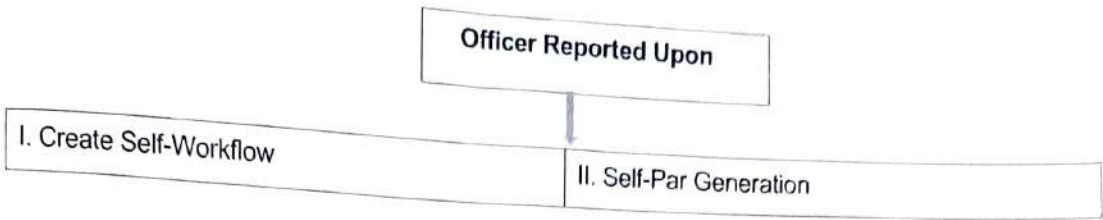
Yours faithfully,


(Saurabh Pratap Singh)
DDIT (SPARROW) (HRD)

Copy to: Data Base Cell for uploading on irsofficersonline.gov.in

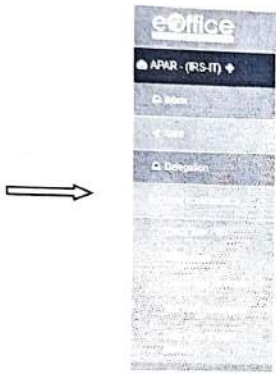
DDIT (SPARROW) (HRD)

Annexure A : SoP for ORUs

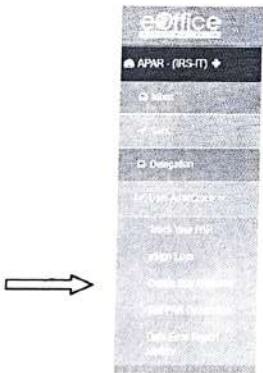


1. Create Self Workflow:

1.1 Login into SPARROW using url www.sparrow.incometax.gov.in and click on user assistance on the panel on the left side.



1.2 Under drop down menu of User Assistance -> click on **Creat Self Workflow**



1.3 The following layout will pop up. Click on **create workflow**



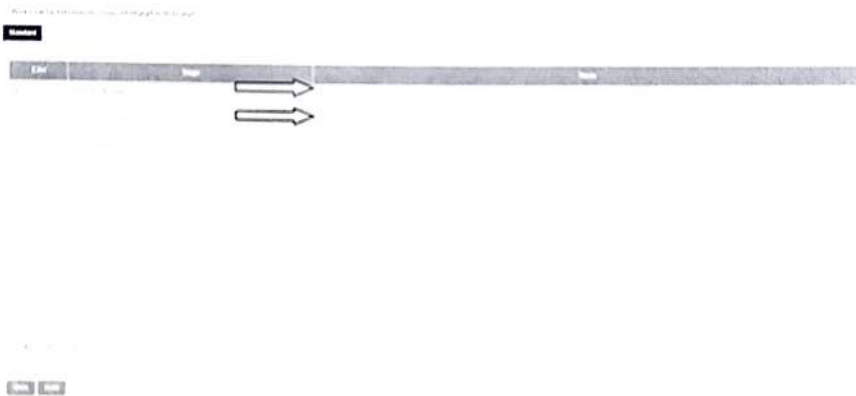
1.4 Fill in the Organization Details (Present Region) and Assessment Period in the below mentioned layout and click on **Action** and then on **Continue**.

The organization details may be chosen by the officers as per the following -

- 1.4.1 For the officers on deputation, region to be chosen is CBDT-Deputation
- 1.4.2 For the officers in CBDT, region to be chosen is CBDT-IT-DOR
- 1.4.3 For the officers in CCA regions, region to be chosen is CBDT-IT-(Present Region)



1.5 Enter the details of Reporting and Reviewing Officer and save.



2. Self-Par Generation

2.1 The system is ready for PAR Generation. Click on **Self PAR generation** under the navigation of **User Assistance** on the panel on the left side.



2.2 Choose Assessment year



2.3 Click on Generate.

2.3.1 In case of Working period

The ORU has to fill the basic information in the APAR Form and post that ORU can save as Draft and can generate the APAR. After, clicking on Generate it will be sent automatically to Custodian



2.3.2 In case of NRC period - User shall fill all the details and upload relevant documents and then click on generate.



NO REPORT CERTIFICATE
FORM NO. 10/2011 (REV. 01/2011)

Sl. No.	Name of the Officer	Designation	Department	Branch
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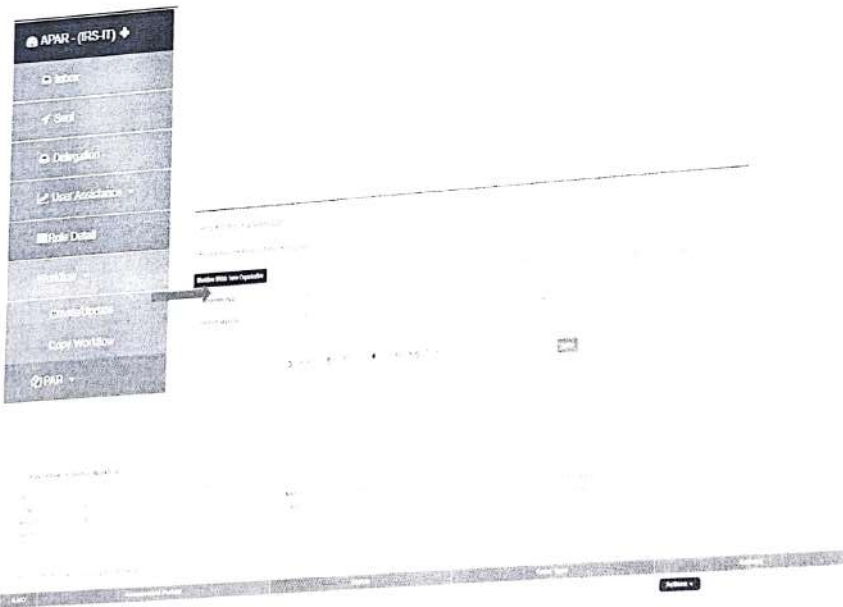
Note: The grounds on which No Report Certificate/No Review Certificate is to be drawn i.e., multiple reporting/reviewing officers, availing of earned/maternity/child care/study leave/training more than 15 days etc. should be elaborately specified by the officer reported upon and supportive documents i.e., sanction orders shall also be appended with the same.

Annexure B: SoP for Primary/Alternate Custodian

STEP 1 -> View/Copy Workflow

Go to 'Create/Update' workflow tab, in 'Actions' the custodian should first view the 'Officer created workflow' and only if all details filled by users/officers are correct, the custodian should go ahead to copy these workflows. The path to view the officer created workflow is given as under:

Workflow---->Create/Update---->Assessment Period---->Search officer-
>create workflow/Copy Workflow---->action/Preview---view workflow
created by officer.



Note: The Primary Custodian and Alternate Custodians "should not choose to 'Copy previous year workflow' as the data may have changed from the previous year. Instead 'Copy workflow created by officer' tab should be chosen by the custodians".

STEP 2 -> PAR generation

The pathway to be followed for PAR Generation for both Working and NRC workflow is as given below. The custodian must check all details in the basic information as filled by officer reported upon/users and send to Officer Reported Upon.

PAR--->Generation-->Assessment Period-->Search Officer name ---->Generate.



2.1 In case of working period:

After clicking on Generate button the Primary/Alternate Custodian should click on "Copy User Generated Detail" to copy basic details filled by the ORU. **In case the details are not filed by the ORU, Primary/Alternate Custodian should fill the details.** Post that, Primary/Alternate Custodian should sign and send to ORU.



2.2 In case of NRC:

In case the details are not filed by the ORU, Primary/Alternate Custodian should fill the details. Primary/Alternate Custodian should sign and send to Competent Authority.

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SECRET REPORT 1971-2011
KONKORDIA 1971-2011

SECRET REPORT 1971-2011

Number of Secret Reports	Number of Secret Reports	Number of Secret Reports	Number of Secret Reports	Number of Secret Reports
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