



Directorate General of Foreign Trade
Department of Commerce
Government of India
New Delhi-110011

Dated: 31.05.2017

To

The Zonal Addl. DGFT (North Zone, South Zone, West Zone, East Zone)
The Development Commissioners of SEZs
The Heads of all Regional Authorities
All ITS Officers

Subject: Online writing of APARs for ITS officers- regarding

It has been decided to introduce online filing of Annual Performance Appraisal Report (APAR) for the officers of Indian Trade Service that w.e.f. 01.06.2017 on the pattern its is being implemented for IAS, CSS, etc.,. **It is mandatory for all the ITS officers to file the APAR for the year 2016-17 online and no manual filing of APAR shall be permitted.**

2. For filing the APAR online, the officer has to access SPARROW by logging into <https://sparrow-its.eoffie.gov.in>. General instructions for filing the APAR online, Frequently Asked Question (FAQs) pertaining to problems faced in logging and the flow chart of APAR in electronic environment are annexed as Annexure A, B & C respectively.

3. For initiation/generation of APARs in the electronic environment, **Shri Anuj Kumar Bhoumik, ASO** and **Shri Vikas Mohan, FTDO** in the HRD Division (HRD-I Section) of DGFT (Hqrs.) have been designated as the **EMD Manager** and the **PAR Manager** respectively. While, **Shri Nikunj Kumar Srivastava, Addl DGFT, DGFT (Hqrs.)** has been designated as the **Custodian** for online APAR, **Shri Arunoday Goswami, Jt. DGFT (HRD)** shall be the **Alternate Functionary** for the Custodian. The names and contact numbers of APAR management hierarchy will be available on the main page of the DGFT website to reflect changes from time to time.

4. For successful implementation of online filing of APARs, following timelines shall be strictly followed:

- i. The Administration Section of each Zonal DGFT shall furnish the complete details, as required in **Part-1** of the APAR, duly signed / verified, by **15th March**, every year, to the PAR Manager with a copy to Custodian. Special care should be taken to ensure the correctness of the names and period of supervision by each of the Reporting and Reviewing officers covering the complete period from 1st April to 31st March. The correctness and completeness of this information is essential to decide the creation of APAR / NRC by the PAR Manager and Custodian. These details are to be sent in respect of all officers of ITS who are working in his/her Zone, as on date, including the officers who have gone on long leave / training / foreign service assignment from that zone. **In**

respect of ITS officers posted as DC, SEZs, the information for Part-1 would be provided by the administrative division for SEZs in the Department of Commerce;

- ii. Based on the details so received, the EMD/PAR Manager shall ensure to create the Workflow of all the ITS officers after logging into the Sparrow latest **by 22nd March**, including the officers on Long leave/Training /Foreign Service wherein appropriate workflow for NRC /Foreign Service Assignment Note is to be created;
- iii. The work flows created by the PAR Manager will be automatically available with the Custodian. The Custodian would examine if the Work Flow created for APAR/NRC/Foreign Service is correct based on details given by Zonal DGFTs/SEZ Div, DoC and if Work Flow needs amendment, he would delete the Work Flow and create the new Work Flow. The Custodian should complete all the details in **Part-1** latest by **30th March** and save it. Care should be taken in filling the name and correct period of supervision by Reporting & Reviewing officers in the table pertaining to details of the Reporting/Reviewing officers. The Custodian would complete the **Part-1** in respect of all the officers of ITS and save it latest by **30th March** so that the APAR can be generated and sent to the Officers Reported Upon electronically after e-signing on **31st March (by 31st May, 2017 for the year 2016-17)**;
- iv. It will be the responsibility of the Custodian to ensure that the PAR is generated electronically in respect of all the ITS officers who are working in as on date, including for the officers who have gone on long leave / training / foreign assignment;
- v. The PAR generated shall be available in the **Inbox** of the Officer Reported Upon who should complete the Self-Appraisal in **Part-2** in all respects and forward the same to the Reporting Officer after e-signing by **15th April (by 30th June, 2017, for the year 2016-17)**. In case, the officer does not forward his APAR timely, it may be force forwarded electronically by the Custodian to the Reporting Officer for appraisal without resume;
- vi. The Reporting Officer shall appraise the officer reported upon in **Part-3 and 4** of APAR complete in all aspects and forward the APAR to the Reviewing Officer after e-signing by **30th June** positively **(by 31st July, 2017 for the year 2016-17)**. In case, the Reporting Officer does not forward the APAR timely to the Reviewing Officer, it may be force forwarded by the Custodian to the Reviewing Officer for appraisal;
- vii. The Reviewing Officer shall appraise the officer reported upon in **Part-3** of APAR for numerical grading and complete the **Part-5** in all respects and forward the APAR to the Custodian after e-signing by **31st July** positively **(by 31st August, 2017 for the year 2016-17)**. In case, the Reviewing Officer does not appraise the APAR timely, the Custodian may proceed with the disclosure to the officer;
- viii. The Custodian shall disclose the completed APAR to the Officer Reported Upon latest by **1st September** electronically **(by 15th September, 2017 for the year 2016-17)**. The officer reported upon may view the APAR and may either accept it or choose to represent. If he does not accept the APAR, he can represent to the Competent Authority online along with any reference document in support of his representation within 15 days of communication in **'MY PAR'** Tab;

- ix. The representation shall reach the Custodian who shall forward it to the Competent Authority electronically for disposal of representation. The Competent Authority shall decide upon the representation within one month from the date of receipt of the representation and upload the order in the SPARROW which will then be communicated to the officer concerned by the Custodian;
- x. If an APAR for a Financial Year is not recorded by 31st December of the year in which the financial year ended, no remarks can be recorded thereafter and the officer shall be liable to be assessed on the basis of the overall record and self assessment for the year, if the officer reported upon has submitted the self appraisal in time.
4. Help Manual in the form of step by step guide for different roles as Custodian, PAR Manager, Officer Reported Upon, Reporting Officer and Reviewing Officer has been uploaded on the homepage of DGFT website i.e. dgft.gov.in which can be downloaded by the officer.
5. In case of any problem being faced related to SPARROW/APAR filing, the officers can send an e-mail giving details of problem being faced to e-mail to support-sparrow@nic.in which would be looked into immediately. They can also contact the PAR Manager (Shri Vikas Mohan, FTDO) or EMD Manger (Shri Anuj Kumar Bhoumik, ASO) at **011-23061562 Ext. No. 251/252**.
6. The above instructions should be followed strictly.

Yours faithfully,

Encls: As above.



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Copy to:

1. PSO to Commerce Secretary
2. PPS to DGFT/PPS to Additional Secretary (SEZ)/PPS to DGAD
3. PPS to Addl. DGFT(NKS)