



BY SPEED POST/BY HAND/MOST URGENT
OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS
CENTRAL BOARD OF DIRECT TAXES
9TH FLOOR, LOK NAYAK BHAWAN, KHAN MARKET
NEW DELHI – 110 003.
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NO. Pr.CCA/CBDT/Estt.-II/APAR on SPARROW Software/2022-23

Dated: 15.03.2023

To,

All ZAOs & CBDT (HQ),
CBDT

Subject: Online generation & recording of APAR on "SPARROW" for the year 2022-2023 in r/o AAOs/AOs/Sr. AOs– req.

Sir/Madam,

The online generation & recording of APAR for the year 2022-23 of AAOs/AOs/Sr. AOs are to be processed through 'SPARROW' software.

To generate APAR in respect of AAOs/AOs/Sr. AOs, following details are needed to fill up the workflow and part-1 portion of APAR in SPARROW. Accordingly, this information may be **URGENTLY** submitted and mailed at admnepp@gmail.com with complete details in r/o AAOs/AOs/Sr. AOs posted at your office:

1. Name of officer
2. Designation
3. Gender
4. Father' Name
5. Date of Birth
6. Nationality
7. Religion
8. Category
9. Year/Period for which the APAR needs to generate.
10. Reporting Authority (By Name)
11. Reviewing Authority (By Name)
12. Competent Authority (One Rank up officer of Reviewing Officer) (By Name)
13. Date of Joining in Present Office
14. Date of Entry in Govt. Service
15. Date of Continuous appointment in the present grade
16. Present post and date of appointment thereto.
17. Period of absence from duty (on training, leave etc.) during the year. Specifying the detail.
18. Departmental Examination passed i.e. AAO (C) SAS (Civil/Commercial/Railway/Revenue Audit etc.) and year of passing.
19. Educational Qualification including professional & Tech. Qualification.
20. Govt. E-Mail ID (i.e. NIC.in/GOV.in)
21. Mobile Number

This information is given in this office latest by 31.03.2023.

This same is mandatory for online generation & recording of APAR for the year 2022-2023 in "SPARROW" Software (including those who left CBDT/or Joined CBDT in the middle of the year).

This may be treated as **MOST URGENT.**

Yours faithfully,

Sr. Accounts Officer (Estt.-II)

Copy for information to: -

1. All Sr. Accounts Officers/Accounts Officers and AAOs of HQ – for information and taking further necessary action at your end in this regard.
2. The Sr. AO (IT Section), CBDT, HQ, New Delhi – for uploading on website.

Sr. Accounts Officer (Estt.-II)