



Government of India  
Ministry of Finance  
Central Board of Direct Taxes  
Directorate of Income Tax  
(Human Resources Development)  
2<sup>nd</sup> Floor, K Ramp, JLN Stadium, New Delhi-110003

F.No. M/120/2024-ADDL.DIT(Admin)-HRD/5229

Dated: 09.12.2024

To,

**All the Pr. CCsIT**

**Sub - Timely completion of APARs on the SPARROW portal as per the prescribed timelines- reg**

Madam/Sir,

Kindly refer to this office letters issued vide F.No. HRD/PM/403/SPARROW/2024-25/2981 dated 30.08.2024 wherein the timelines for APAR reviewing was extended to **15<sup>th</sup> December 2024**. Kindly also refer to this office letter issued vide F.No. M/120/2024-ADDL.DIT(Admin)-HRD/3254 dated 12.09.2024 wherein it was recommended that **officers complete the reporting/reviewing well in advance of the timelines, rather than waiting until the last date and subsequent reminder letters dated 20.09.2024, 30.09.2024, 10.10.2024 and 29.11.2024.**

2. However, a significant number of APARs are still **pending for reviewing**. As experienced during the last few occasions, heavy traffic on the portal towards the end of the timeline often causes technical issues, leading to stress and uncertainty for the officers. Therefore, it is strongly recommended that **officers complete the reviewing of APARS well in advance of the timelines, rather than waiting until the last date.**

3. In case of any difficulty, please send an email at **sparrow.hrd@incometax.gov.in** with name, sparrow-id, registered mobile number and screen shot of the error. This letter may be circulated among all employees posted in your region.

4. This issues with the approval of the Competent Authority.

Yours faithfully,

(Gaurav Sharma)  
Addl DIT(Admn), HRD

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