



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
आयकर निदेशालय (मानव संसाधन विकास)
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)

द्वितीय तल, जवाहरलाल नेहरू स्टेडियम, नई दिल्ली 110003 2nd
floor Jawaharlal Nehru Stadium, New Delhi-110003

F.No. HRD/PM/403/SPARROW/2022-23/573

Dated: 26.04.2024

To,

All the Pr. CCsIT (CCA)/Pr. DGsIT

Sub: - Timely submission of APARs on SPARROW-reg

Respected Madam/Sir,

Kindly refer to this office letter F.No. HRD/PM/403/SPARROW/2022-23/46 dated 02.04.2024 on timely submission of APARs by all the officers of the Income Tax Department. Last date of submitting APARs to the Reporting Officers is **30th April, 2024**.

2. However, it has been observed that many officers are yet to create their self-workflow or have not submitted their APARs to Reporting Officers on SPARROW portal. All Primary Custodians can generate list of such Officers. The detailed process has already been shared with all Primary Custodians. The list of officers who are yet to create self workflow/generate self PAR is being sent separately on email.

3. Therefore, I have been directed to request you to ensure that all officers file their APARs on SPARROW portal within the prescribed timelines.

Yours faithfully,

(Gaurav Sharma)

Addl DIT(Admn), HRD

Copy to: The Data Base Cell for uploading this letter on irsofficersonline.