

SPARROW

Compiled Guidelines

20th April 2025

**Government Of India
Ministry of Finance
Central Board of Direct Taxes
Directorate Of Income Tax
Human Resource Development
New Delhi**

Disclaimer

These Guidelines have been prepared on the basis of extant instructions/letters issued by Department of Personnel & Training (DoPT) and Directorate of Income-tax (Human Resource Development), CBDT. In case of any variance between these Guidelines and instructions/letters issued by DoPT/Directorate of Income-tax (Human Resource Development), the latter will prevail.

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Chapter 1 - Introduction

1.1 The Annual Performance Appraisal Report (APAR) is vital document through which the performance of an officer/official is periodically reviewed. It is a crucial report which forms the basis for judging fitness for Promotions, Deputations, Empanelment's etc. Being a "Public Duty", the Officer Reported Upon (ORU), the Reporting Officer and Reviewing Officer should ensure that the APAR is written with a high sense of responsibility.

SPARROW

1.2 SPARROW is an online window for filing of annual performance appraisal report of the employees. The SPARROW stands for Smart Performance Appraisal Report Recording Online Window. It has been developed by NIC.

1.3 From the reporting year 2019-20, all Group 'A' officers in the Income Tax Department are filing their APARs on SPARROW portal.

1.4 Directorate of Income Tax (HRD) is the nodal agency for SPARROW implementation in the Income Tax Department. HRD is Super Custodian of APARs on SPARROW. Over the last few years, HRD has issued several instructions/letters/SOPs to facilitate APAR writing, reporting and reviewing on SPARROW portal. In this document, an effort has been made to compile all important instructions/letters/SOPs issued by HRD. List of important instructions/letters/SOPs is as below.

Letter	Subject
F.No. HRD/PM/APAR/403/ SPARROW/ 2019-20/8000 Dated: 19/02/2020	Implementation of APAR writing on SPARROW from 01.04.2020
Dated 01/06/2020	User Manual
F.No. HRD/PM/APAR/403/ SPARROW/ 2020-21/337 Dated: 08/06/2020	SPARROW for IRS(IT) officers on Deputation
F.No. HRD/ PM/APAR/403/ SPARROW/ 2020-21/ 7705 Dated: 03/02/2021	Representation, Drawing of NRCs and Completion of APARs on SPARROW
F.No. HRD/ PM/APAR/403/ SPARROW/ 2020-21/ 9440 Dated: 18/03/2021	Corrigendum (linked to letter dated:03/02/2022)
F.No. HRD/PM/APAR/403/ SPARROW/ 2020-21/14 Dated: 01/04/2021	SOP (Standard Operating Procedures) for Primary Custodians and PAR Managers of officers reported upon, while generating their APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021
F.No. HRD/PM/APAR/403/ SPARROW/ 2020-21/ 9477 Dated :22/03/2021	SOP (Standard Operating Procedures) for SPARROW users (officers reported upon), filing their APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021

F.No. HRD/PM/APAR/403/ SPARROW/2020-21/ 9818 Dated: 31/03/2021	Initiation of APAR for reporting year Submitting Basic details
F.No. HRD/PM/APAR/403/ SPARROW/ 2021-22/ Dated: 09/04/2021	SOP (Standard Operating Procedures) for officers for filing and grading of APARs on SPARROW portal for the reporting year 2020-21 commencing from 01.04.2021
F.No. HRD/ PM/APAR/403/ SPARROW/ 2021-22/ 5556 Dated 28/09/2021	Careful creation of workflow, submission and grading of APARs on SPARROW portal
F.No. HRD/ PM/APAR/403/ SPARROW/ 2021-22/ 7506 Dated 23/11/2021	General Guidelines for filling up the APAR on SPARROW
F.No. HRD/PM/APAR/403/ SPARROW/ 2021-22 /10885 Dated:18/02/2022	Timely completion of APARs as per the timelines of the DoPT by Group A & Group B Officers of the Income Tax Department
F.No. HRD/PM/APAR/403/ SPARROW/ 2021-22 /11727 Dated 22/03/2022	Observing APAR fortnight
F.No. HRD/ PM/APAR/403/ SPARROW/ 2021-22/ 382 Dated:20/04/2022	Clarification regarding Reporting/ Reviewing of APARs
F.No. HRD/ APAR/Misc/ 2022-23/ 2199 Dated 29/06/2022	Instructions/Guidelines relating to filling up on Integrity Column of APARs
F.No. HRD/ PM/APAR/403/ SPARROW/ 2022-23/ 3217 Dated:10/08/2022	Issuance of no Review Certificate in case of APAR force forwarded form reporting to Reviewing Officer (linked to letter Dated:18/02/2022)
F.No. HRD/ PM/APAR/403/ SPARROW/ 2022-23/ 6283 Dated 02/11/2022	Guidelines for filling of integrity column of APARs on SPARROW
F.No. HRD/ PM/APAR/403/ SPARROW/ 2020-21/ 30 Dated 05/04/2023	SOP for filing of APAR by ORU and approval by Custodians on SPARROW from the Reporting Year 2022-23 onwards
F.No. HRD/ PM/APAR/403/ SPARROW/ 2020-21/ 332 Dated 17/04/2023	Revision of last date for submission of self-appraisal by the officer reported upon (ORU) to the reporting officer from 15 th April to 30 th April from the Reporting Year 2022-23 onwards for the officers/officials of the Income Tax Department
F.No. M/120/2024-ADDL.DIT (Admin) -HRD/3592 Dated: 25.09.2024	Transferring the role of Primary Custodian to another officer

F.No. M/120/2024- ADDL.DIT(Admin)-HRD/4904 Dated: 21.11.2024	Appointment of Primary Custodians and PAR Managers in respect of Income Tax (NON-GZTD.) employees for SPARROW Portal for filing of APARs from reporting year 2024-25 onwards
F.No. M/120/2024-ADDL.DIT(Adm HRD/7048 Dated: 11.03.2025	Guidelines for filling of integrity column of APARs on SPARROW
F.No. M/120/2024- ADDL.DIT(Admin)-HRD/279 Dated: 16.04.2025	Revision of timelines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services

Chapter 2 - Creation of account on SPARROW

2.1 All users must have NIC email-ids for login into SPARROW portal. These emails have domain name **@nic.in or @gov.in or @eauth.in**. For obtaining NIC email-id, the basic details of officer should be sent through respective Pr.CCIT(CCA) office to HRD. Details required for new email-id are:

- Name
- Gender
- Designation
- Region of posting
- Mobile
- Date of retirement (dd-mm-yyyy)
- Date of birth (dd-mm-yyyy)
- Email id Official (name based)
- Employee code

2.2 Newly created email-ids are conveyed to the offices of the Pr.CCsIT. Password is conveyed to the officer on the registered mobile number.

CUSTODIAN

2.3 For initiating APARs on SPARROW, there is concept of “**Primary Custodian**”. Each Pr. CCIT (CCA) office has Primary Custodian(s) which is/are ACIT/DCIT level officer(s).

2.4 However, in the bigger charges and Directorates, there is a provision of appointing ‘**PAR Managers**’ who is an officer of the rank of ITO/ACIT/DCIT. **PAR Managers are given limited role of creating APAR workflow and generation of APARs.** PAR Managers are nominated by the respective Pr.CCIT (CCA)/Pr.DGIT/ DGIT. Their details have to be sent to HRD in the prescribed proforma so that relevant roles can be assigned to them.

2.4 Custodians have very important role in the whole APAR process and it has been explained in details in subsequent chapters. List of all Primary Custodians and PAR Managers (as on 01.04.2025) in enclosed as **Annexure-2**.

Chapter 3 – APAR Timelines

3.1 There are prescribed timelines by DoPT regarding initiating of APAR for a reporting year by the Officer Reported Upon (ORU), further reporting by reporting officers, review by reviewing officers, representation, disclosure etc. Timelines are governed by the DoPT OM 21011_1_2005- Estt (A) (Pt-II) dated 23.07.2009 and DoPT OM F. No. 21011/10/2025 PP(A-II) dated 09.04.2025 and are summarized as below:

S.No	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	01 st April
2	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th May
3	Submission of report by reporting officer to reviewing officer	30 th June
4	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting officer, wherever provided.	31 st July
5	Appraisal by accepting officer, wherever provided	31 st August
6	(a) Disclosure to the officer reported upon where there is no accepting officer (b) Disclosure to the officer reported upon where there is accepting officer	01 st September 15 th September
7	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the competent officer (a) where there is no accepting officer for APAR (b) where there is accepting officer for APAR	21 st September 06 th October
9	Disposal of representation by the competent officer	Within one month from the date of receipt of representation.

10	Communication of the decision of the competent officer on the representation by the APAR Cell	15 th November
11	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

3.2 However, keeping in view of the certain circumstances, the above timelines are sometimes extended for a certain period with the approval of the competent officer.

Chapter 4 - APAR Forms

4.1 An APAR Form has four sections.

Section I	Basic Information	to be filled by Officer Reported Upon (ORU) and verified by Primary/ PAR Managers
Section II	Self Appraisal	to be filled by ORU
Section III	Appraisal	to be filled by Reporting officer
Section IV	Review	to be filled by Reviewing officer

4.2 Keeping in view of the work functionalities of the officers, specific APAR Forms are designed for officers at different levels. These forms are revised from time to time on need basis. Different forms available at SPARROW for the different level of posts are tabulated below for ready reference.

ITO/ACIT/ DCIT (name as appearing on SPARROW)	
Form 1 (Deputy/Assistant Commissioner or Deputy/Assistant Director of Income Tax/ Income Tax Officer and equivalent) (Other than Assessing Officer)	Form type to be filled by the officers posted in non-Assessment charges including Directorates/ Investigation Wing/ DTRTIs/ Headquarters/ Transfer Pricing etc.
Form-1(a) (Deputy/Assistant Commissioner/ Income Tax Officers and equivalent) (Faceless Assessing officers/Jurisdictional Assessing Officers)	Form type to be filled by the officers posted in NaFAC and ReFAC (AU, VU, RU, TU) and jurisdictional AOs (Faceless Assessing Officer and Jurisdictional Assessing Officer only).
Form 1(b) (Deputy/Assistant Commissioner/ Income Tax Officers and equivalent) (Non-Faceless Assessing officers) (Central/IT/Others)	Form type to be filled by Assessing Officers posted in International Taxation, Central charges and other non-faceless assessment charges.
JCIT/Addl. CIT	
Form- 2 (Joint/Additional Commissioner or Joint/Additional Director of Income Tax and equivalent)(Non-Assessment)	Form type to be filled by the officers posted in non-assessment charges including Directorates/ Investigation Wing/ DTRTIs/ Headquarters/ Transfer Pricing etc.
Form-2(a) (Joint/Additional Commissioner and equivalent)(Faceless Assessment Units/ Jurisdictional Assessment Units)	Form type to be filled by the officers posted in Faceless Assessment Units and jurisdictional assessment units.
Form 2(b)	Form type to be filled by Assessing Officers posted in International Taxation,

(Joint/Additional Commissioner and equivalent)(Non-Faceless Assessment Units- Central/ International Taxation/Others)	Central charges and other non-faceless assessment charges.
Form-2(d) Joint/ Additional Commissioner (Appeals)	Form type to be filled by the officers posted as Joint/ Additional Commissioner (Appeals).
CIT(Appeal)	
Form 3(a) (Commissioner of Income Tax (Appeal)(Faceless))	Form type to be filled by CITS (Appeal) (Faceless).
Form 3(b) (Commissioner of Income Tax (Appeal))	Form type to be filled by CITS (Appeal) for Central Charges, International Taxation.
CIT/PCIT	
Form 4 (Principal Commissioner of Income Tax or Principal Director of Income Tax Commissioner of Income Tax or Director of Income Tax and equivalent posted in non-field formations including Directorates and ITAT)	Form type to be filled by Principal Commissioner of Income Tax or Principal Director of Income Tax/ Commissioner of Income Tax/Director of Income Tax and equivalent posted in non-field formations including Directorates and ITAT.
Form-4(a) (Principal Commissioner of Income Tax/ Commissioner of Income Tax) (Faceless Assessment Units/ Jurisdictional Assessment Units)	Form type to be filled by the officers posted in Faceless Assessment Units and jurisdictional assessment units.
Form 4(b) (Principal Commissioner of Income Tax or Commissioner of Income Tax)(Non-Faceless Assessment Units- Central/ International Taxation/Others)	Form type to be filled by Officers posted in International Taxation, Central charges and other non-faceless assessment charges.
CCIT/DGIT	
Form 5 (Chief Commissioner of Income Tax or Director General of Income Tax and equivalent)	Chief Commissioner of Income Tax or Director General of Income Tax and equivalent.
Pr. CCIT and above	
Form 6 (Pr. Chief Commissioner of Income Tax/ Pr. Director General of Income Tax)	Pr. Chief Commissioner of Income Tax/ Pr. Director General of Income Tax.
Deputation APAR Forms	
IRS-IT Deputation	
ED-Deputation Form	
IRS-IT Deputation (IAS)	

IRS-IT Addl. Secy	
Other APAR Forms	
Form K	राजभाषा विंग के पदों के लिए
Form B	Form type to be filled by Administrative Officers, Office Superintendents and equivalent
Form D	Form type to be filled by Senior Private Secretaries, Private Secretaries and Stenographers Grade I, II, III and equivalent
Form C	Form type to be filled by Inspector of Income Tax
Form F	Form type to be filled by Tax Assistant

Chapter 5 - Login to SPARROW Portal

In the past, SPARROW portal was available over the Internet. However, this was changed in the year 2024. SPARROW portal is now be available over NICNET (where internet is provided by NIC eg North Block) only.

2. For accessing the SPARROW portal from outside NICNET, one has to use webVPN account. WebVPN accounts have been created for all SPARROW users of the Income Tax Department.

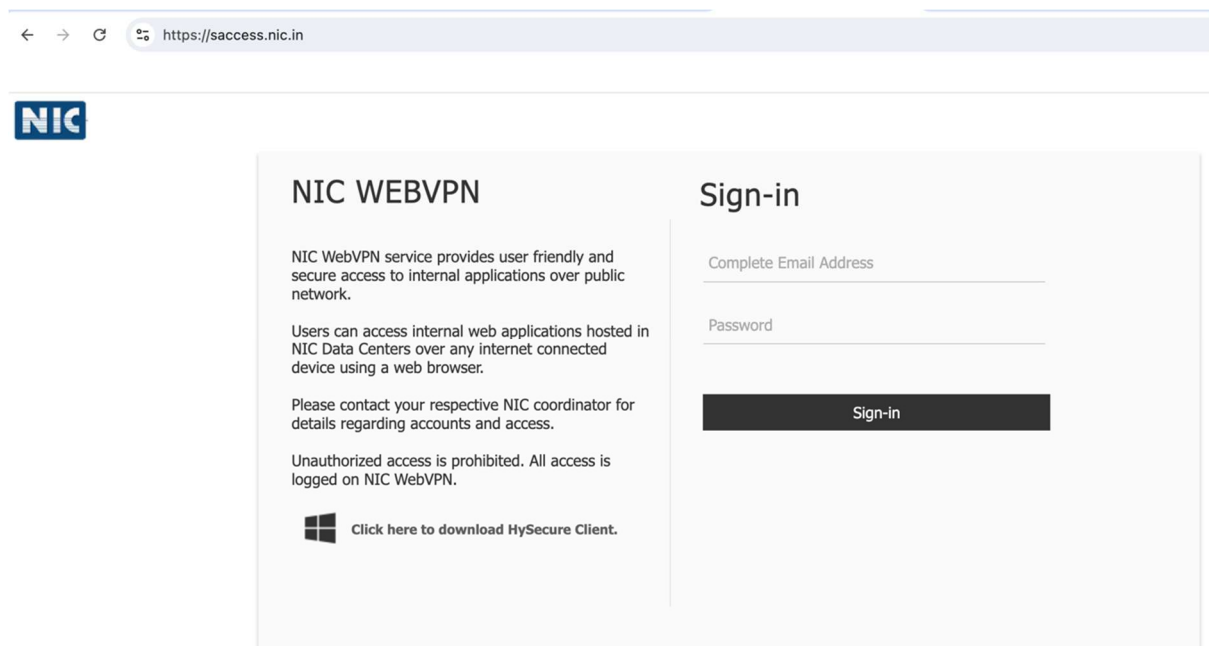
3. Those users who **do not have** any webVPN account earlier, **their SPARROW-id and password is login to webVPN account.**

4. Those users who **already have webVPN account** (for accessing eOffice), their **webVPN account has been linked with SPARROW portal.** There is two step login-

- First, login to webVPN account
- Second, login to SPARROW account (Parichay page)

5. Step by step process for logging into SPARROW portal is as below:

Step 1- Open <https://saccess.nic.in/>




The screenshot shows a web browser window with the address bar displaying <https://saccess.nic.in/>. The page features the NIC logo in the top left corner. The main content area is split into two sections. The left section, titled "NIC WEBVPN", provides information about the service, stating it offers user-friendly and secure access to internal applications. It also mentions that users can access internal web applications hosted in NIC Data Centers. A note advises users to contact their respective NIC coordinator for details regarding accounts and access. A warning states that unauthorized access is prohibited. At the bottom of this section is a link to "Click here to download HySecure Client." The right section, titled "Sign-in", contains two input fields: "Complete Email Address" and "Password". Below these fields is a dark button labeled "Sign-in".

Step 2- Login with SPARROW-id and password (for those employee who **do not have** any webVPN account earlier).

If user already has an webVPN account to access eOffice, login with eOffice VPN account id and password.

Step 3- Enter the OTP received on the registered number.

← → ↻ <https://saccess.nic.in>



Mobile Token based OTP is provided via TOTP supported mobile apps. SMS OTP is provided via text message.


NIC WEBVPN

NIC WebVPN service provides user friendly and secure access to internal applications over public network.

Users can access internal web applications hosted in NIC Data Centers over any internet connected device using a web browser.

Please contact your respective NIC coordinator for details regarding accounts and access.

Unauthorized access is prohibited. All access is logged on NIC WebVPN.

 [Click here to download HySecure Client.](#)

Sign-in

More Authentication required.

☒ Send OTP to mobile number 91*****628

☐ Mobile Token

[Send OTP](#)


Enter OTP

|

[Sign-in](#)

[Cancel Sign-in](#)

Step 4- Click the SAPPROW_INCOMETAX icon.



[Remote Applications](#) [My Profile](#) [Logout](#)


addidit.admin.hrd
Welcome to HySecure


Message from administrator
In case the application/website is not working after login into saccess, please click on WebVPN_Test. If WebVPN_Test works then saccess is working fine. Please contact application/website providers for issues related to it.


Last Login Time
Sat Aug 24 2024 15:49:14
GMT+0530 (India Standard Time)

Unauthorized access is prohibited. All access is logged on NIC WebVPN.

WEB APPLICATIONS


eOffice_INCOMETAX


Sparrow_INCOMETA
X


WebVPN_Test

Step 5- Login with SPARROW-id and password.

English

Tip of the day
Keep changing your Password often and make them complex and not guessable.

Parichay Authenticator

Parichay Authenticator should be downloaded only from authentic platforms.

Extend ID (Retired Officers) Update Mobile & Profile

PARICHAY
Simple. Simplified. Safe.

Please enter details to proceed

s.gaurav@nic.in

.....

☐ Password Less Authentication

☒ I consent to Parichay [Terms Of Use](#).

Next

[Forgot Password](#)

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NIC
एन आई सी
National Informatics
Centre

Step 6- Enter the OTP received on the registered number.

English

Tip of the day
Keep changing your Password often and make them complex and not guessable.

Parichay Authenticator

Parichay Authenticator should be downloaded only from authentic platforms.

Extend ID (Retired Officers) Update Mobile & Profile

PARICHAY
Simple. Simplified. Safe.

OTP successfully sent to registered Mobile +91*****2628

0 3 7 7 6 6

☒ Show OTP

☒ Don't ask me again on this Device

Resend OTP

Next

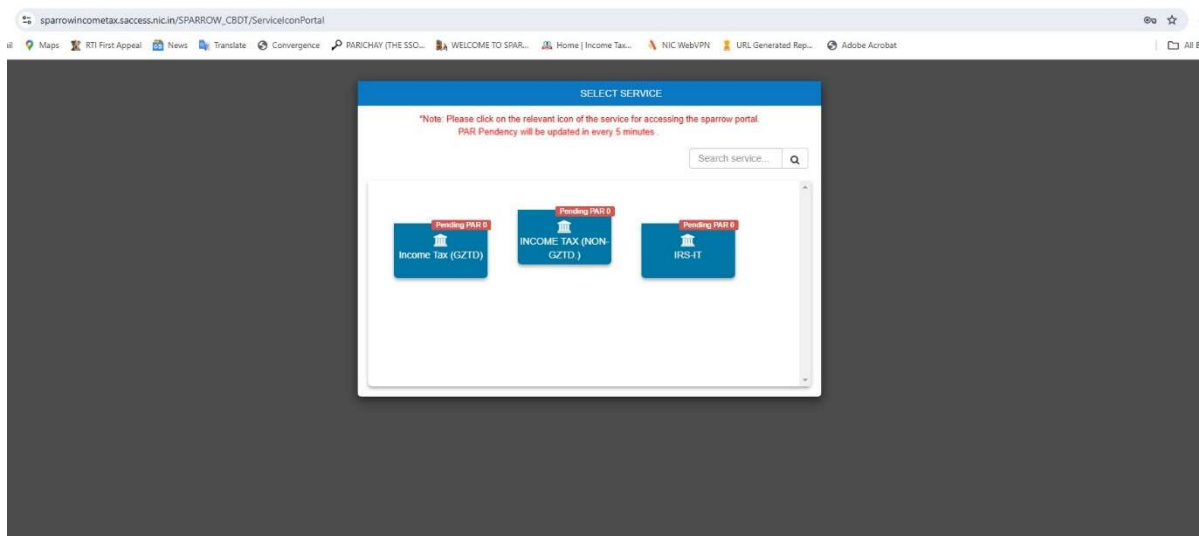
[Login as Different User](#)

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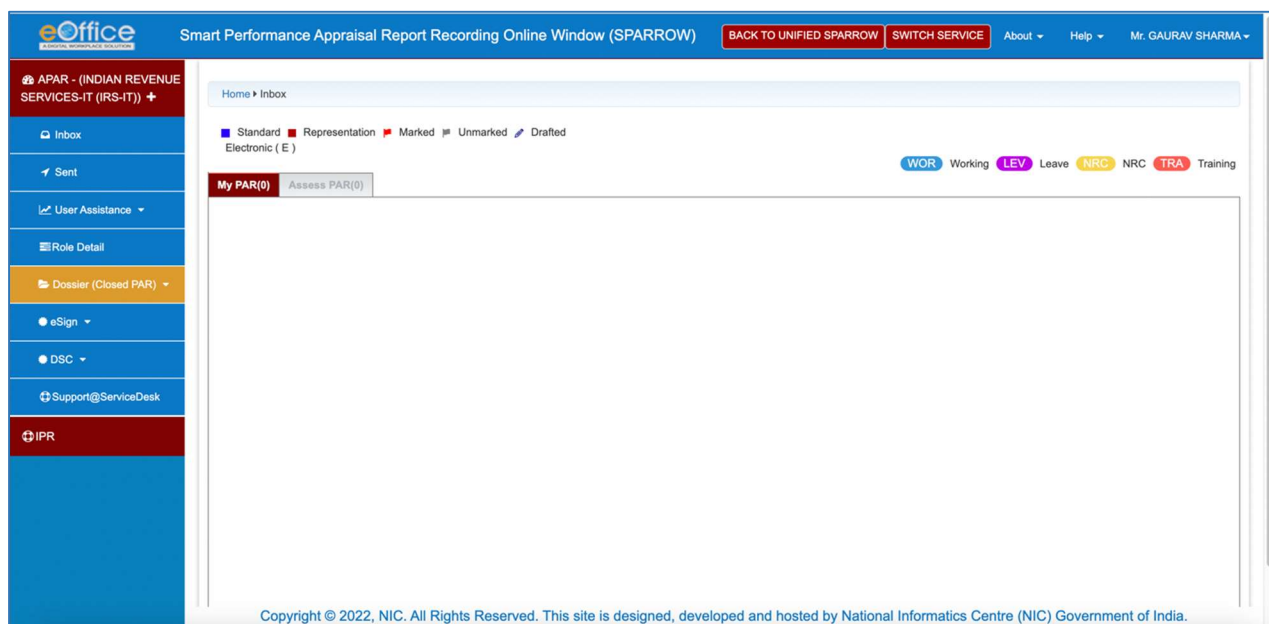
NIC
एन आई सी
National Informatics
Centre

eOffice
A DIGITAL WORKPLACE SOLUTION

Step 7- Please click relevant icon.



Step 8- On login, following page will appear. Here, user can create work flow, see already completed self APARs, write APARs of subordinates etc.



Chapter 6 - Self Workflow and Self PAR

6.1 To initiate APAR on SPARROW, Officer Reported Upon (ORU) has

- create **Self Workflow**
- generate **Self PAR**
- Fill up the **basic information, as per Annexure-1**, get it verified by the respective DDO/Admin, and send it to Primary Custodian / PAR Manager for generation of APAR.

Officer on Deputation should send the Annexure-1 to HRD at email sparrow.hrd@incometax.gov.in.

6.2 In **Self Workflow**, ORU has to provide details of Reporting officer, Reviewing officer, time period of APAR, NRC etc. Primary Custodian /PAR Managers may either copy the Workflow created by the ORU or modify it in case of any discrepancy.

6.3 Reporting and Reviewing Officer

- The period of report could either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year (exceeding 3 months). The period of APAR should be ascertained by the ORU **according to the time period of supervision by the Reporting Officer and not Reviewing Officer.**
- Where an officer has taken **Earned Leave for a continuous period of more than 15 days (without break)**, the total period spent on leave can be deducted from the total period spent on any post, for the purposes of computing the period of 3 months which is relevant for writing of entries in the APAR.
- The period of Election Duty should be included for the purposes of computing the period of 3 months.
- In case of a single Reporting Officer and Multiple Reviewing Officers for a given reporting year, then invariably the reviewing officer **who has supervised the work of ORU for more than 90 days shall be selected** in APAR workflow for the entire reporting year or in case of Multiple Reviewing Officers who have equal periods then the Reviewing Officer during the last part of the year/APAR may be selected.
- In some cases, **APAR has to be reported but APAR would not be reviewed.** For example, there may be a situation where single Reporting officer is there for 90 days or more for reporting, but there is no Reviewing Officer who has supervised the ORU for a minimum period of 90 days so as to review the said APAR or where Reviewing Officer has expired/ retired and more than a month has elapsed since date of retirement. **In this case, No Review Certificate has to be drawn.**
- In some cases, there may be no Reporting officer who has supervised the work of ORU for more than 90 days. **In this case, No Report Certificate has to be drawn.**
- Where a Reporting officer/Reviewing officer retires, he may be allowed to give the report on his subordinates **within one month of retirement.**
- Certain scenario of Reporting and Reviewing officer are discussed in the following table.

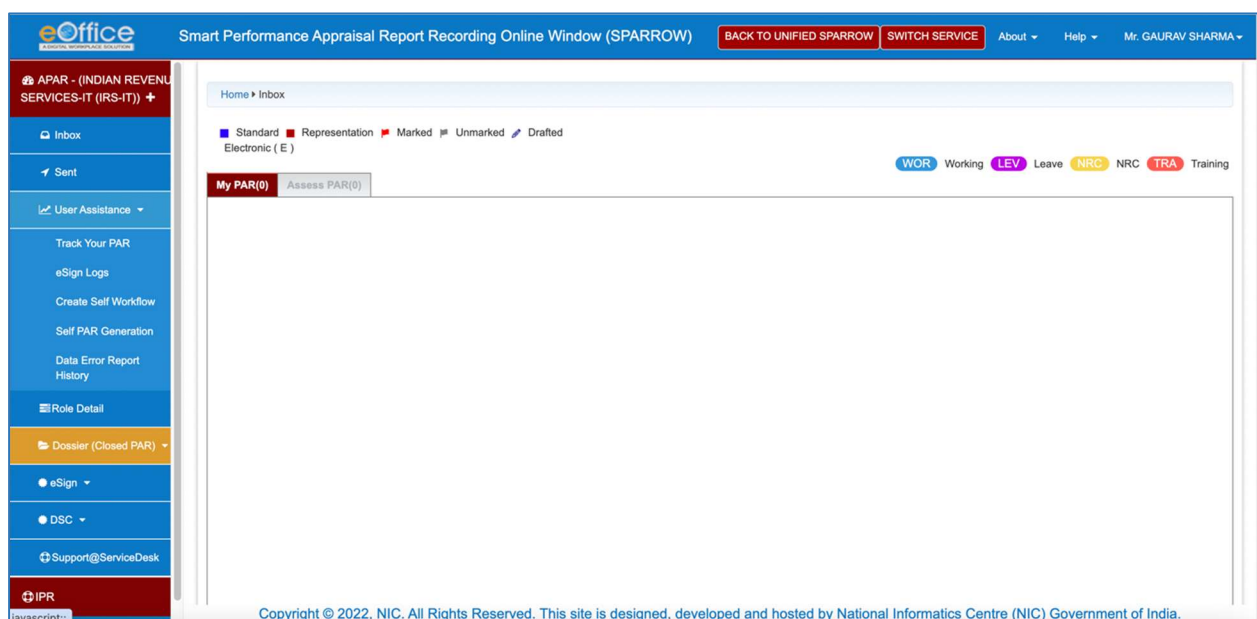
S.No.	Scenario	Clarification
1.	Whether CCIT level officers holding the charge of Pr. CCIT can report/review APARs as Pr. CCIT?	<p>a. Where Pr. CCIT is the Reporting Officer- In respect of CCITs, Pr. CCIT is the Reporting Officer. In case a CCIT level Officer holds the charge of Pr. CCIT on additional basis, such officer shall not report the APAR of other CCITs. In such cases, the APAR of the CCIT concerned shall be reported by the Zonal Member and reviewed by Chairman, CBDT.</p> <p>b. Where Pr. CCIT is the Reviewing Officer - In normal course, APARs of PCITs/CITs are reported upon by CCITs and reviewed by the Pr. CCIT. However, in case a CCIT level Officer holds the charge of Pr. CCIT on additional basis, the APAR shall be reported by the CCIT concerned and reviewed by the Zonal Member.</p>
2.	Who shall be the Reporting and Reviewing authorities for officers promoted and placed on in-situ basis.	In cases where, on promotion, the Officer is posted on in-situ basis with a direction to discharge the same functions and duties as the Officer was discharging before the promotion, the Reporting and Reviewing authorities during this period shall continue to be the same as prior to the promotion.

Creation of Self Workflow

6.4 Steps to create Self Workflow have been explained as below.

Step 1- Login into SPARROW.

Step 2- On Home page, click **User Assistance** and then click **Create Self Workflow**.



Step 3- Following page will open. Click **Create Self Workflow**. The ORU has to create his/her workflow along with details like period of APAR and names of Reporting and Reviewing Officer.

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Home > Create Self Workflow > Assessment Period Select

Self Workflow Creation

Self Assignment

Assessment Period : 2023-2024

Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
GAURAV SHAR...	2008	8046	_JCIT/Adtl.CIT/JDIT/Adtl.DIT	GROUP A	Create/Update Workflow

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Step 4- Enter details of **Organization Posted**.

- For ORU posted in CCA regions, organization to be chosen is **CBDT-IT-(Present Region)**.
For ORU posted in CBDT, organization to be chosen is **CBDT-IT-DoR**.
- For ORU on Deputation, organization to be chosen is **CBDT-Deputations**.

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Home > Create Self Workflow > Define Workflow

Basic Information

Code: 8046 Name: GAURAV SHARMA Designation: _JCIT/Adtl.CIT/JDIT/Adtl.DIT
Service: INDIAN REVENUE SERVICES-IT (IRS-IT) Cadre: GROUP A Organization: CBDT-IT-DELHI
Batch: 2008

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Creation of WorkFlow - Choosing Workflow Period

S.NO	Organisation Posted	Assessment Period	Status	Form Type	Actions
1	Choose Globa... cbd CBDT-DEPUTATIONS CBDT-IT-AP & TELANGANA CBDT-IT-BIHAR & JHARKHAND CBDT-IT-DELHI CBDT-IT-DOR	From: 01/04/2023 To: 31/03/2024	--SELECT--	--SELECT--	Actions

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Step 5- Enter details of **Assessment Period**.

Step 6- Enter details of **Status – Working or NRC**.

Step 7- Enter the details of **Form Type**. Different forms available for ORU have already been explained in Chapter 4- APAR Forms. Then click **Actions**.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

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Home Create Self Workflow Define Workflow

Basic Information

Code: 8046 Name: GAURAV SHARMA Designation: _JCIT/Addl.CIT/JDIT/Addl.DIT

Service: INDIAN REVENUE SERVICES-IT (IRS-IT) Cadre: GROUP A Organization: CBDT-IT-DELHI

Batch: 2008

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Creation of WorkFlow - Choosing Workflow Period

S.NO	Organisation Posted	Assessment Period	Status	Form Type	Actions
1	CBDT-IT-DELHI	From: 05/10/2023 To: 31/03/2024	WORKING	--- SELECT --- --- SELECT --- ED Deputation FORM IRS-IT Deputation (IAS) Deputy/Assistant Commissioner or Deputy/Assistant Director of Income	Actions

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Step 8- Following page will open. Here ORU has to select Reporting and Reviewing Officer.

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Basic Information

Code: 8046 Name: GAURAV SHARMA Designation: _JCIT/Addl.CIT/JDIT/Addl.DIT

Service: INDIAN REVENUE SERVICES-IT (IRS-IT) Cadre: GROUP A Organization: CBDT-IT-DELHI

Batch: 2008 Status: WORKING Form Type: Joint/Additional Commissioner or Joint/Additional Director of Income Tax and equivalent(Non-Assessment)_New

Work Flow for Assessment Period :05/10/2023 to 31/03/2024

Standard

S.No	Stage	Name
1	Officer Reported Upon	GAURAV SHARMA(8046)[_JCIT/Addl.CIT/JDIT/Addl.DIT-CBDT-IT-DELHI]
2	Reporting Authority	--SELECT--
3	Reviewing Authority	--SELECT--
4	CR Section To Disclose	SAURABH GOYAL(15071)[_ACIT/DCIT/ADIT/DDIT-CBDT-IT-DELHI]
5	Officer Disclosure	GAURAV SHARMA(8046)[_JCIT/Addl.CIT/JDIT/Addl.DIT-CBDT-IT-DELHI]
6	CR Section for Closing	SAURABH GOYAL(15071)[_ACIT/DCIT/ADIT/DDIT-CBDT-IT-DELHI]

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Searching an Officer

ORU has to search and fill up the names of the Reporting officer and Reviewing officer.

Step 9.1- There are two ways to search an officer. It can be searched by typing the **name/civil code/employee code** of the officer in the drop-down menu as shown below.

Basic Information

Code:	8046	Name:	GAURAV SHARMA	Designation:	__JCIT/Adtl.CIT/JDIT/Adtl.DIT
Service:	INDIAN REVENUE SERVICES-IT (IRS-IT)	Cadre:	GROUP A	Organization:	CBDT-IT-DELHI
Batch:	2008	Status:	WORKING	Form Type:	Joint/Additional Commissioner or Joint/Additional Director of Income Tax and equivalent(Non-Assessment)_New

Work Flow for Assessment Period :05/10/2023 to 31/03/2024

Standard

S.No	Stage	Name
1	Officer Reported Upon	GAURAV SHARMA(8046)[_JCIT/Adtl.CIT/JDIT/Adtl.DIT-CBDT-IT-DELHI]
2	Reporting Authority	--SELECT--
3	Reviewing Authority	rajesh
4	CR Section To Disclose	RAJESH GUPTA(95002)[_JCIT/JDIT/ADDL.CIT/ADDL.DIT-CBDT-IT-DELHI]
5	Officer Disclosure	RAJESH CHANDRA(5092)[_CIT/DIT/ADG-CBDT-IT-DELHI]
6	CR Section for Closing	RAJESH KUNDAN(88006)[_CCIT/DGIT-CBDT-IT-DELHI]

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Please verify the civil code and the officer's designation displayed after the name before making the final selection. This helps prevent errors when multiple officers have similar names.

Step 9.2- Secondly, officer can be searched through **Global Search button** on right hand side. After clicking **Global Search button**, following window will open.

Employee Search

Employee Search by :

Code	Employee Name	Choose Designation
Batch	ASSAM CIVIL SERVICES	Choose Organization
Choose Cadre	Search Employee by Batch	

Step 9.3- From the **Service** drop-down menu, select the relevant Service. Type the **name/civil code/employee code** of the officer and then **Search** the officer.

WELCOME TO SPARROW

sparrow.incometax.gov.in/SPARROW_CBDT/officerworkflow/doP

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW)

sparrow.incometax.gov.in/SPARROW_CBDT/officerworkflow/doP

Employee Search by :

Code

Batch

Choose Cadre

- INDIAN COAST GUARD (ICG)
- ICLS
- GCS - MCA (GROUP B AND C)
- GCS - MCA (STENOGRAPHER)
- ICoAS
- INDIAN DEFENCE ACCOUNTS SERVICES (IDAS)
- DAD-GROUP A & B (GAZETTED)
- IDES
- INDIAN DEFENCE SERVICE OF ENGINEERS (IDSE)
- IEDS
- INDIAN ENGINEERING SERVICES
- INDIAN ECONOMIC SERVICES
- INDIAN FOREST SERVICES (IFS)
- IFS RETIRED/EXPIRED/NOT ACTIVE.
- INDIAN INFORMATION SERVICE
- INDIAN NAVAL ARMAMENT SERVICE (INAS)
- NAVAL CIVILIAN GAZETTED OFFICERS (GROUP A & B) (IN)
- INDIAN NAVAL MATERIAL MANAGEMENT SERVICE (INMMS)
- INDIAN ORDNANCE FACTORIES SERVICES (IOFS)
- INDIAN POSTAL SERVICES
- INDIAN POLICE SERVICES (IPS)
- IPS RETIRED/EXPIRED/NOT ACTIVE
- IRS-CBIC
- INDIAN REVENUE SERVICES-IT (IRS-IT)**
- INDIAN STATISTICAL SERVICES (ISS)
- ITBP-GO
- ITBP-NGO
- ITPO

Step 10- After selecting relevant **Reporting Officer** and **Reviewing Officer**, click **Save**. Now, **Workflow** has been created.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW SWITCH SERVICE About Help Mr. GAURAV SHARMA

Home Create Self Workflow Define Workflow

Basic Information

Code: 8046 Name: GAURAV SHARMA Designation: JCIT/Addl. CIT/JDIT/Addl. DIT

Service: INDIAN REVENUE SERVICES-IT (IRS-IT) Cadre: GROUP A Organization: CBDT-IT-DELHI

Batch: 2008

Back to search

Workflow has been creating successfully.

Creation of WorkFlow - Choosing Workflow Period

S.NO	Organisation Posted	Assessment Period	Status	Form Type	Actions
1	CBDT-IT-DELHI	From: 05/10/2023 To: 31/03/2024	WORKING	Joint/Additional...	Actions
2	Choose Globa...	From: 01/04/2023 To: 04/10/2023	--SELECT--	--SELECT--	Actions

https://sparrow.incometax.gov.in/SPARROW_CBDT/officergeneration/doShow All Rights Reserved. This site is designed, developed and hosted by National Informatics Centre (NIC) Government of India.

No Review Certificate

6.5 If APAR has to be reported but APAR would not be reviewed. For example, there may be a situation where single Reporting officer is there for 90 days or more for reporting, but there is no Reviewing Officer who has supervised the ORU for a minimum period of 90 days so as to review the said APAR or where Reviewing Officer has expired/retired and more than a month has elapsed since date of retirement. **In this case, following steps have to be followed to select No Review Certificate.**

Step 1- Select the relevant Reporting Officer.

Step 2- Choose **Global Search** button for Reviewing Officer.

Step 3- Select '**No Service**' under Service drop-down menu

The screenshot shows the 'Employee Search by' section with the following fields: Code, Batch, and Choose Cadre. The 'Choose Cadre' dropdown is open, showing a list of services including: MP-STATE TAXATION SERVICES (CLASS-2&3), MP-STATE TAXATION SERVICES (CLASS-1), MP-STATE TOWN AND COUNTRY PLANNING SERVICE(CLASS-1&2), MP-WOMEN AND CHILD DEVELOPMENT SERVICE(CLASS-1), MP-WOMEN AND CHILD DEVELOPMENT SERVICE(CLASS-2), MP-STATE WAREHOUSING AND LOGISTICS SERVICE(CLASS-1-2-3), MUMBAI RAILWAY VIKAS CORPORATION (MRVC), MICRO SMALL AND MEDIUM ENTERPRISES- DEVELOPMENT ORGANISATION (MSME-DO), NO SERVICE (highlighted), NATIONAL ANTI-DOPING AGENCY, NATIONAL HIGHWAYS AUTHORITY OF INDIA (NHAI), NHRC, NWDA, OFFICE OF THE REGISTRAR GENERAL AND CENSUS COMMISSIONER (ORGI), ADMIN SERVICE - PRASAR BHARATI, LIBRARY SERVICE - PRASAR BHARATI, MISCELLANEOUS SERVICE - PRASAR BHARATI, MULTI TASK STAFF SERVICE - PRASAR BHARATI, OFFICIAL LANGUAGE SERVICE - PRASAR BHARATI, PROGRAMME SERVICE - PRASAR BHARATI, PROGRAMME TECHNICAL SERVICE - PRASAR BHARATI, STAFF ARTIST SERVICE - PRASAR BHARATI, STAFF CAR DRIVER SERVICE - PRASAR BHARATI, SECURITY SERVICE - PRASAR BHARATI, SUBORDINATE ENGINEERING SERVICE - PRASAR BHARATI, SUBORDINATE PROGRAMME SERVICE - PRASAR BHARATI, POLITICAL EXECUTIVE, PRESIDENT SECRETARIAT, PSE-EST, PERMANENT SECONDMENT SERVICE OFFICER (PSSO), RS SECRETARIAT, and MP-SAS.

Step 4- Enter "**12345TEMP**" in employee code. Then click **Search**. Following window will open.

The screenshot shows the 'Employee Search' form with the following fields: Employee Search by (12345TEMP), Employee Name, Choose Designation, Batch, NO SERVICE, Choose Organization, and Choose Cadre. The 'Search' button is clicked. Below the form, the results table is displayed:

S.No	Employee Code	Employee Name	Batch	Designation	Cadre	Organisation
1	12345TEMP	NO REVIEWING AUTHORITY		NO REVIEWING	OTHERS	CBDT-IT-DELHI

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Step 5- Select **NO REVIEWING OFFICER** from the table. Following window will open. Click **Save** and workflow has been created.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW SWITCH SERVICE About Help Mr. GAURAV SHARMA

APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))

Inbox Sent User Assistance Role Detail Dossier (Closed PAR) eSign DSC Support@ServiceDesk IPR

Basic Information

Code: 8046 Name: GAURAV SHARMA Designation: _JCIT/Adtl.CIT/JDIT/Adtl.DIT
Service: INDIAN REVENUE SERVICES-IT (IRS-IT) Cadre: GROUP A Organization: CBDT-IT-DELHI
Batch: 2008 Status: WORKING Form: Joint/Additional Commissioner or Joint/Additional Director of Income Tax and equivalent(Non-Assessment)_New
Type:

Work Flow for Assessment Period :05/10/2023 to 31/03/2024

Standard

S.No	Stage	Name
1	Officer Reported Upon	GAURAV SHARMA(8046)[_JCIT/Adtl.CIT/JDIT/Adtl.DIT-CBDT-IT-DELHI]
2	Reporting Authority	RAJESH CHANDRA(5092)[_CIT/DIT/ADG-CBDT-IT-DELHI]
3	Reviewing Authority	NO REVIEWING AUTHORITY(12345TEMP)[NO REVIEWING -CBDT-IT-DELHI]
4	CR Section To Disclose	SAURABH GOYAL(15071)[_ACIT/DCIT/ADIT/DDIT-CBDT-IT-DELHI]
5	Officer Disclosure	GAURAV SHARMA(8046)[_JCIT/Adtl.CIT/JDIT/Adtl.DIT-CBDT-IT-DELHI]
6	CR Section for Closing	SAURABH GOYAL(15071)[_ACIT/DCIT/ADIT/DDIT-CBDT-IT-DELHI]

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No Report Certificate

6.6 In some cases, there may be no Reporting officer who has supervised the work of ORU for more than 90 days. In this case, No Report Certificate has to be drawn. Steps are as below.

Step 1- Enter the details of **Assessment Period**. In the **Status**, select **NRC**. Form Type is automatically selected. Click **Actions**.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW SWITCH SERVICE About Help Mr. GAURAV SHARMA

APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))

Inbox Sent User Assistance Role Detail Dossier (Closed PAR) eSign DSC Support@ServiceDesk IPR

Home Create Self Workflow Define Workflow

Basic Information

Code: 8046 Name: GAURAV SHARMA Designation: _JCIT/Adtl.CIT/JDIT/Adtl.DIT
Service: INDIAN REVENUE SERVICES-IT (IRS-IT) Cadre: GROUP A Organization: CBDT-IT-DELHI
Batch: 2008

Back to search

Creation of WorkFlow - Choosing Workflow Period

S.NO	Organisation Posted	Assessment Period	Status	Form Type	Actions
1	CBDT-IT-DELHI	From: 01/04/2023 To: 15/06/2023	NRC	NO APAR/ RE...	Actions

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Step 2- Following window will open.

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The left sidebar contains navigation options like 'APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))', 'Inbox', 'Sent', 'User Assistance', 'Role Detail', 'Dossier (Closed PAR)', 'eSign', 'DSC', 'Support@ServiceDesk', and 'IPR'. The main content area displays 'Basic Information' with fields for Code (8046), Name (GAURAV SHARMA), Designation, Service (INDIAN REVENUE SERVICES-IT (IRS-IT)), Cadre (GROUP A), Organization (CBDT-IT-DELHI), Batch (2008), Status (NRC), and Form Type (NO APAR/ REPORT CERTIFICATE NEW). Below this is the 'Work Flow for Assessment Period :01/04/2023 to 15/06/2023' section, which includes a table with columns 'S.No', 'Stage', and 'Name'. The table has two rows: Row 1 for 'Nrc-Competent Authority' with a dropdown menu, and Row 2 for 'Nrc-CR Section' with a dropdown menu showing 'SAURABH GOYAL(15071)[_ ACIT/DCIT/ADIT/DDIT-CBDT-IT-DELHI]'. There is also a 'Remarks' section with a text area and a 'Choose file' button. At the bottom, there is an 'Action' section with 'Save' and 'Back' buttons.

Step 2- NRC- Competent Authority has to be selected. It should be selected as per following table:

	NRC- Competent Officer
For CCIT and above All officers on Deputation	Primary Custodian at HRD. SPARROW code for Primary Custodian at HRD is PC-DEPUTATIONS .
For ORU up to the level of PCIT	Primary Custodian of the Region.

On this window, Primary Custodians can be searched via **SPARROW codes** as tabulated below. These codes are **CASE-SENSITIVE**.

S. No.	Organization	Primary Custodian for IRS-IT & Income Tax (GZTD.)	Primary Custodian for Income Tax (Non-GZTD.)
1	CBDT-DEPUTATIONS	PC-DEPUTATIONS	PC-DEPUTATIONS
2	CBDT-IT-AP & TELANGANA	PC-HYDERABAD	PC-HYDERABAD
3	CBDT-IT-BIHAR & JHARKHAND	PC-PATNA	PC-PATNA-NG
4	CBDT-IT-DELHI	PC-DELHI	PC-DELHI-NG
5	CBDT-IT-DOR	PC-DOR	PC-DOR
6	CBDT-IT-GUJARAT	PC-AHMEDABAD	PC-AHMEDABAD-NG
7	CBDT-IT-KARNATAKA & GOA	PC-BANGALORE	PC-BANGALORE-NG
8	CBDT-IT-KERALA	PC-KOCHI	PC-KOCHI
9	CBDT-IT-MP & CHATTISGARH	PC-BHOPAL	PC-BHOPAL-NG
10	CBDT-IT-MUMBAI	PC-MUMBAI	PC-MUMBAI-NG

11	CBDT-IT-NADT	PC-NADT	
12	CBDT-IT-NAGPUR	PC-NAGPUR	PC-NAGPUR-NG
13	CBDT-IT-NER (GUWAHATI)	PC-GUWAHATI	PC-GUWAHATI
14	CBDT-IT-NWR (CHANDIGARH)	PC-CHANDIGARH	PC-CHANDIGARH
15	CBDT-IT-ORISSA	PC-BHUBANESWAR	PC-BHUBANESWAR
16	CBDT-IT-PUNE	PC-PUNE	PC-PUNE-NG
17	CBDT-IT-RAJASTHAN	PC-JAIPUR	PC-JAIPUR
18	CBDT-IT-TAMIL NADU	PC-CHENNAI	PC-CHENNAI
19	CBDT-IT-UP (EAST)	PC-LUCKNOW	PC-LUCKNOW-NG
20	CBDT-IT-UP (WEST)	PC-KANPUR	PC-KANPUR
21	CBDT-IT-WEST BENGAL & SIKKIM	PC-KOLKATA	PC-KOLKATA-NG

Step 3- In the **Remarks** Column, explain the reason for NRC. Upload relevant document, if required. Then click **Save**. Workflow has been created.

Accepting Authority

6.7 In some cases where officer is on Deputation, apart from Reporting and Reviewing officer, there is **Accepting Authority** as well. So when officer selects **IRS Deputation APAR form**, it asks for details of Accepting Authority. Please fill up the details.

If there is no Accepting Authority, select “**No Accepting Authority**”. For this, please go to **Global Search**. For **Service**, select **No Service**. In the name field, type “**No Accepting Authority**”.

Generation of Self PAR

6.8 Once workflow is created, ORU has to generate **Self PAR**. In Self PAR, ORU has to fill up basic employee information. Apart from this, ORU also has to submit basic

information in physical form as explained in Chapter 7. Primary Custodian /PAR Managers may either copy the data filled by the ORU or modify it in case of any discrepancy. Steps to generate Self PAR are as below.

Step 1- On Home page, click **User Assistance** and then click **Self PAR Generation**.

Step 2- Choose **Assessment Period**.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > APAR Generation

Generation of Self APAR

Assessment Period : Choose Assessment Y: ▾

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Step 3- Following window will open. Click **Generate**.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > APAR Generation

Generation of Self APAR

Assessment Period : 2023-2024 ▾

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	Joint/Additional ...	8046	2008	GAURAV SHAR...	_JCIT/Addl.CIT...	05-10-2023	31-03-2024	Generate

Showing 1 to 1 of 1 entries

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Step 4- Section-I Basic Information page of APAR will open.

The screenshot displays the 'Basic Information' section of the APAR form. The form is titled 'Section I BASIC INFORMATION (To be filled in by the Head of Department)' and specifies the 'Period of Report from : 05/10/2023 to 31/03/2024'. The form contains eight numbered fields:

1. Name of the Officer Reported Upon : GAURAV SHARMA
2. Service : IRS-IT
3. Year of recruitment :
4. Year of allotment : 2008
5. Civil Code No. : 8046
6. Date of Birth : 19/01/1984
7. Present Grade :
8. Present post held by the officer during the period reported upon: _JCIT/Adtl.CIT/JDIT/Adtl.C

Buttons for 'Save as Draft' and 'Generate' are located at the bottom of the form. The footer indicates 'Copyright © 2022, NIC. All Rights Reserved. This site is designed, developed and hosted by National Informatics Centre (NIC) Government of India.'

Step 5- Fill up all the rows accurately. Click **Generate**. Self PAR has been generated and it goes to Primary Custodian/ PAR Managers for verification.

The screenshot displays a success message box titled 'MESSAGE'. The message states: 'PAR ID : 2024-05102023-31032024-2231922 has been successfully generated.' Below the message, there is a link labeled 'BACK Click the Link to redirect back.' The footer indicates 'Copyright © 2022, NIC. All Rights Reserved. This site is designed, developed and hosted by National Informatics Centre (NIC) Government of India.'

6.9 Primary Custodian/ PAR Manager has to verify and approve the Self PAR of ORU. Only after approval, ORU can fill up the APAR.

Chapter 7 - Submitting Basic Information

7.1 After ORU has created Self Workflow and generated Self PAR, it goes to the Primary Custodians / PAR Managers for verification. The ORU is also required to upload relevant documents in "Reference Upload" in his/her workflow. ORU also has to separately submit **basic employee information, as per Annexure-1**, attested by respective DDOs, to their Primary Custodian/ PAR Managers.

7.2 Primary Custodian/ PAR Managers will verify the information submitted by the ORU on SPARROW and as provided in the proforma for basic employee information, as per Annexure-I. After verification, Primary Custodian/ PAR Managers will generate APAR and only then, ORU would be able to write his/her APAR.

7.3 Since, the **timeline for the submission of Self-Appraisal of APAR by the ORU is 15th May**, all officers are required to submit their basic employee information, as per Annexure-I, attested by respective DDOs, to their Primary Custodian/ PAR Managers with all the required details **manually latest by 15th April**. Copies of the relieving order, joining report etc may also be enclosed.

7.4 **The officers on Deputation should send the basic employee information, as per Annexure-I, to HRD at the designated e-mail sparrow.hrd@incometax.gov.in. While filling up details of Reporting, Reviewing and Accepting authority in Annexure-1, please mention Service, cadre, batch and SPARROW code, if available (eg in case of IRS-IT officer, SPARROW code is civil code).**

7.5 In case where option '**NRC**' is chosen by the ORU, 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 ORU along with the basic employee information and he/she should enclose supportive documents i.e. sanction orders along with.

Chapter 8 - APAR Writing Process

8.1 After creation of workflow and generation of Self PAR by ORU, Primary Custodian/ PAR Managers will verify details and generate APAR. After APAR has been generated by Primary Custodian/ PAR Managers, it will appear under **My PAR** section of the Home page of the ORU.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW SWITCH SERVICE About Help Mr. GAURAV SHARMA

Home > Inbox

Standard Representation Marked Unmarked Drafted Electronic (E)

My PAR(1) Assess PAR(0)

Search: [] Copy Excel PDF CSV Show 10 rows

S.No			Status	PAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	E		WOR	2024-05102023-31032024-2231922	Joint/Addi...	01/04/2024	DUMMY3 ...	01/04/2024	Officer Re...	15/04/2024

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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8.2 Click PAR ID to proceed to fill up APAR. Then ORU has to fill up **Section-II Self Appraisal**.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW SWITCH SERVICE About Help Mr. GAURAV SHARMA

Basic Information

Name: GAURAV SHARMA Cadre: GROUP A Service: INDIAN REVENUE SERVICES-IT (IRS-IT)

Designation: JCIT/Addl.CIT/JDIT/Addl.DIT Batch: 2008 Assessment Period: 05/10/2023 to 31/03/2024

Form Type: Joint/Additional Commissioner or Joint/Additional Director of Income Tax and equivalent(Non-Assessment)_New

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Self Appraisal

Reload Old PAR

APAR FORM-2

Section II : Self Appraisal
(To be filled in by the Officer Reported upon)

1. Brief description of Duties:
(Objectives of the position you hold and the tasks you are required to perform, not more than 1500 words) This is an important aspect of the APAR. Please clearly state the work expected to be performed and your perception of the required objectives and achievements.
(Maximum words limit is 1500)

0

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8.3 Important points to fill up Section-II are described as below.

Section-II Self Appraisal

- The Officer Reported Upon (ORU) is required to give brief description of his/her duties and responsibilities, achievements and outstanding contribution.

- The ORU is required to indicate the specific areas for capacity building and upgradation of skills undertaken/identified through training programmes (iGOT, in house trainings, Seminars attended etc.) in view of new Government initiative Mission Karmayogi.
- The ORU has to mention date of submission of Immovable Property Return (IPR) (mandatory) and annual medical checkup.
- The ORU has to submit information regarding appointment as Inquiry Officer/Presenting Officer along with date of appointment and date of report submission.
- After filling up the APAR, the ORU has to e-sign or use DSC and send the APAR to the Reporting Officer within the timelines prescribed.
- If there is any mistake in Basic Information section, **ORU can request the concerned Primary Custodian to update it.**

Section-III Appraisal

8.4 Section-III is filled by the Reporting officer. Important points to fill up Section-III are described as below.

- Section III requires the Reporting Officer to comment on Section II as filled out by the Officer Reported Upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of any disagreement, the Reporting Officer should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.
- This Section requires the Reporting Officer to record a numerical grade in respect of the work output, personal attributes and functional competencies etc of the ORU both in respect of the planned work or any other work assigned.
- In Section III, the 'non-field functional competency' has been included, "including expertise and familiarity with different departmental software and online portals like HRMS, TRACES, INSIGHT and SPARROW etc" so as to nudge the officers to upgrade their capabilities in consonance with the technical competencies needed by the officers.
- After appraising the APAR, the Reporting Officer has to e-sign or use DSC and send the APAR to the Reviewing Officer within the timelines prescribed.

INTEGRITY

- Section III, requires the Reporting Officer to comment on the **Integrity of the Officer Reported Upon.**
- In this regard, please refer DoPT OM dated 11th February, 2016 issued vide F. No. 21011/27/2015-Estt.(A-H) containing the Instructions/guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports. This

OM has reiterated the instructions/guidelines in para 5.2 of DoPT OM No.51/5/72-Ests. (A) dated 20th May, 1972 on procedures prescribed for filling up the column relating to integrity in APARs. The important procedures among others to be followed by the Reporting officer are briefly mentioned below:

- i. Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be noted. The same may be referred and material in it may be utilised for filing the column about integrity.
 - ii. The remarks against the integrity column of APARs of the officer reported upon shall be made by the reporting officer in one of three options mentioned below:
 - (a) **Beyond doubt**
 - (b) **Since the integrity of the officer is doubtful, a secret note is attached**
 - (c) **Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.**
- **If a secret note is written in the integrity column, then the Reporting officers shall communicate the secret note to Pr. CCIT (CCAs) manually and not upload on SPARROW.**

Pen Picture

- The Reporting officer is required to record a descriptive Pen-Picture on the overall attributes of the Officer Reported Upon and his/her performance including his/her attitude towards weaker sections. This should be in minimum 100 words. The Pen Picture is also meant to be a qualitative supplement to the quantitative assessments made in earlier part of this section and may be accordingly worded.
- The column of Pen Picture has been modified to the extent that now the overall qualities have to be commented upon. It no longer requires comments in the area of "strength or lesser strength" as per the requirement in earlier forms. This is a significant change which should be borne in mind while writing the Pen Picture and giving remarks in the said column.

Other points

- Reporting officer is required to make recommendations relating to domain assignment (minimum 4 required).
- The reporting officer is required to record an overall grade. This should also be done on a scale of 1- 10, with 1 referring to the lowest grade and 10 to the highest.
- Reporting Officer is required to comment on overall grading given. If the grading given is below '7' or above '9', the Reporting Officer is required to give **detailed factual reasons** for the same.

Section-IV Review

8.5 Section-IV is filled by the Reviewing officer. Important points to fill up Section-IV are described as below.

- This Section is to be filled up by the Reviewing Officer. He/she is required to indicate, if he/she agrees with the assessments made by the Reporting Officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables.
- The Reviewing Officer is required to record an overall grade on the scale of 1- 10. If the Reviewing Officer agrees with the overall grading awarded by Reporting Officer, then no detailed factual reasons may be given. However, if the Reviewing Officer does not agree with the overall grading of the Reporting Officer and decides to grade the ORU then if the overall grading is below '7' or above '9', it is required to be supported by factual detailed reasons.
- The Reviewing Officer is also required to record a descriptive Pen-Picture on the overall attributes of the Officer Reported Upon and his/her performance including his attitude towards weaker sections. This should be in about 100 words. The pen picture is also meant to be a qualitative supplement to the quantitative assessments made in earlier part of this section and may be accordingly worded.
- The column of Pen Picture has been modified to the extent that now over all qualities have to be commented upon. It no longer requires comments in the area of "strength or lesser strength" as per the requirement in earlier forms. This is a significant change which should be borne in mind while writing the Pen Picture and giving remarks in the said column.
- After reviewing the APAR, the Reviewing Officer has to e-sign or use DSC and send the APAR to the Custodian within the timelines prescribed.

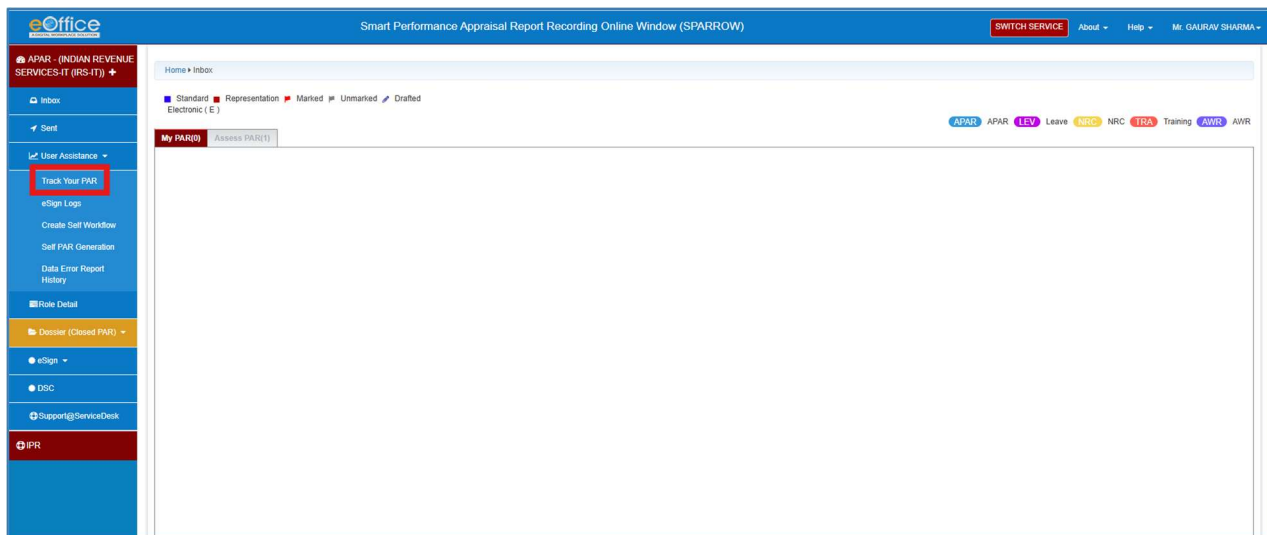
8.6 INTEGRITY

- Section III, requires the Reporting Officer to comment on the **Integrity of the Officer Reported Upon**.
- Sometimes when the **Reporting officer fails to report the APAR** within the time allowed, APAR is force forwarded to the Reviewing Officer and the Reviewing officer shall **report** the APAR and **No Review Certificate** will be placed in the Dossier.
- In cases, where Reporting officer has not reported on time and the APAR is Force-Forwarded to the next level for reporting (i.e. to the Reviewing Officer), **such Reviewing Officer will mandatorily provide comment on the integrity of the ORU in the "Integrity" column.**

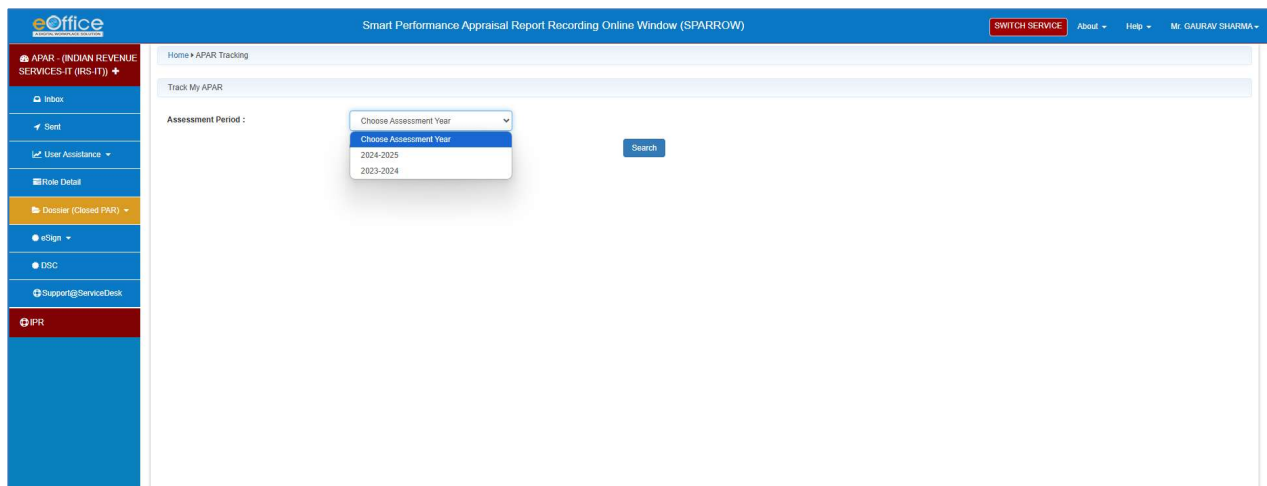
APAR Tracking

8.7 ORU can track his/her APAR and see where APAR is currently pending. Steps are described as below.

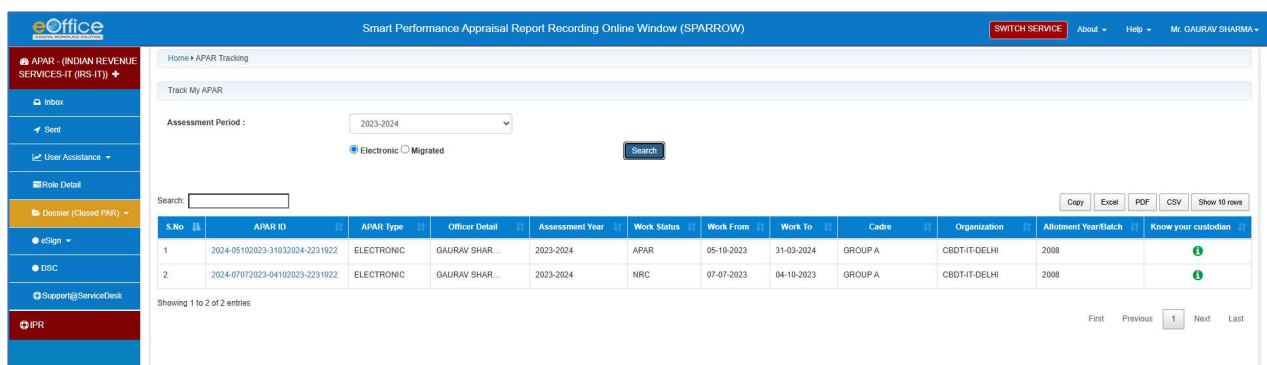
Step 1- Go to User Assistance.



Step 2- Click Track Your PAR. Choose Assessment Year. Then click Search.



Step 3- Following window will open. Click APAR ID to check the status of that particular APAR.



Password Change

8.8 If officer has forgotten password, it can be changed at following link:

<https://passapp.email.gov.in/passapp/>

Chapter 9 - Non-filing or delay in filing, reporting or reviewing APARs

Consequences of non-filing or delay in filing, reporting or reviewing APARs

9.1 APAR deficiencies are one of the main reasons for delay in holding DPCs. The DPCs/Screening Committees have taken an adverse view that a large number of NRCs are drawn in respect of IRS(IT) Officers due to non-reporting or non-reviewing of APARs by the Reporting Officers/Reviewing Officers on time or delayed submission of self-appraisals by the ORUs.

9.2 Reference is invited to the DoPT OM No. 35014/4/83-Estt.A dated 23rd September 1985 and DoPT OM No. 21011/02/2009-Estt.A dated 16th February 2009 regarding timely preparation and proper maintenance of APARs. Accordingly, detailed instructions were issued vide letter F.No. HRD/PM/APAR/403/SPARROW/2021-22 /1088, dated 18/02/2022 on **Timely completion of APARs as per the timelines of the DoPT by Group A & Group B Officers of the Income Tax Department. The guidelines are as**

- i. **If no self-work flow is created or no self-appraisal is submitted by the ORU within DoPT timelines (i.e. 30th April):** If the ORU does not create self-workflow or does not submit self-appraisal by the due date, the ORU **shall be considered as a defaulting officer**. If no self-workflow is created by the ORU, the Primary Custodian shall create workflows of such ORUs after obtaining Basic Information of the ORU from the concerned DDOs and initiate their APARs by 15th May. Where the self-appraisal is not submitted by the ORUs, the Primary Custodian shall force forward all such blank APARs to the Reporting Officers by 31st May mentioning reasons in the comments section.
- ii. **If the Reporting Officer does not report the APAR within DoPT timeline (i.e. 30th June):** The Reporting Officer shall forfeit the right to enter any remarks in the APAR, and the APAR shall be **FORCE FORWARDED** on SPARROW by the concerned Primary Custodian to the Reviewing Officer on the next working day. In such situations, **the Reviewing Officer shall report the APAR and a No Review Certificate will be placed in the Dossier.** While reporting the APAR in such cases, the Reviewing Officer shall report about the **INTEGRITY** of the ORU also. The Reporting Officer shall be considered as a defaulting officer in such cases.
- iii. **If the Reviewing Officer does not review the APAR (which has been duly reported by the Reporting Officer) within DoPT timeline (i.e. 31st July):** The Reviewing Officer shall forfeit his right to enter any remarks in the APAR and the APAR shall be **FORCE FORWARDED** by the Primary Custodian to the next stage. A No Review Certificate would be placed in the Dossier in such a case. The Reviewing Officer shall be considered as a defaulting officer in such cases.
- iv. **Where no self-appraisal was submitted by the ORU AND both the Reporting Officer and Reviewing Officer also not reported APAR within timelines: A No APAR Certificate,** mentioning all the facts, shall be placed in the Dossier. The Primary Custodian shall mention all facts regarding non-submission of self-

appraisal by ORU, non-reporting by Reporting Officer and non-reporting by the Reviewing Officer in remarks section while force forwarding the APAR to next stage. These remarks shall have heading of 'No APAR Certificate'. The ORU, the Reporting Officer and the Reviewing Officer shall be considered as defaulting officers in such cases.

- v. In the month of October, the Primary Custodian shall **prepare a list of such defaulting officers**, i.e.
 - a. ORUs, who have not created self-workflow and/or not submitted self-appraisal within timeline (i.e. 30th April),
 - b. Reporting Officers, who have not reported APARs within the timeline (i.e. 30th June),
 - c. Reviewing Officers, who have not reviewed the APARs (or not reported the unreported APARs) within timeline (i.e. 31st July).
- vi. In case the defaulting officer is up to the level of PCIT, the Primary Custodian shall submit this list to the Pr.CCIT(CCA) concerned. Where the defaulting officer is of the level of CCIT & above, the Primary Custodian shall send this list to the Pr.DGIT(HRD).
- vii. The Pr.CCIT(CCA) may **call for the explanation of the concerned officers (up to the level of PCIT) for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification may direct that a written warning/advisory for the delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned**. For the ORUs, who are on deputation, the Pr.DGIT(HRD) may call for the explanation as above. In the cases of the defaulting officers of the level of CCIT & above, the Pr.DGIT(HRD) may call for the explanation as above after approval from the Chairman, CBDT.
- viii. In such cases where the Reporting officer or Reviewing Officer have forfeited their right to make any entry in the APAR of the ORU (although the self-appraisal had been submitted by the ORU in time), the APAR format with the self-appraisal submitted by the ORU will be placed in the APAR dossier of the ORU.
- ix. **If the APAR is not accepted/represented by the ORU within 15 days of communication**: The ORU will forfeit right to make any representation and the APAR shall be force forwarded/closed by the Primary Custodian (mentioning reasons of force closing in remarks section).
- x. The whole exercise of closure of APAR cycle after disposing all representations and issuing of written warning/advisory to defaulting officers shall be completed by 30th November.
- xi. **1st April to 15th April will be observed as "APAR Fortnight" in the Department every year to enhance timely compliance.**

9.3 As per the above instructions, the duties/ responsibilities of the various officers/ sections regarding APARs shall be as under:

Table A : Responsibilities of the Officer Reported Upon (ORU)

Timeline	Responsibility	Action upon failure
Immediately after 31 st March (advisable to do it in the first week of April only)	<ul style="list-style-type: none"> i. Login to SPARROW account; ii. Create self-work flow correctly and save it; iii. Prepare basic information correctly filling all 18 points, get it verified from the ODO and send it to the respective Primary / PAR Managers for initiation of APAR 	<p>The explanation shall be called for by -</p> <p>Pr.CCIT(CCA): for ORUs upto PCIT level</p> <p>Pr.DGIT(HRD): for ORUs who are on deputation</p> <p>Pr.DGIT(HRD): for ORUs of CCIT & above levels with prior approval of the Chairman, CBDT.</p>
By 30 th April	Submit self-appraisal to the Reporting Officer online on SPARROW portal	
Within 15 days from the date of receipt of communication of APAR	<ul style="list-style-type: none"> i. Accept the APAR ii. Or submit a representation on the SPARROW portal 	If not accepted/represented within 15 days of communication, the ORU shall forfeit right to make any representation and the APAR shall be force closed by the Primary Custodian.
Within 15 days from change of Reporting Officer (due to transfer / retirement / any other reason) anytime during the year	<ul style="list-style-type: none"> i. Login to SPARROW account; ii. Create self-work flow correctly and save it; iii. Prepare basic information correctly filling all 18 points, get it verified from the ODO and send it to the respective Primary Custodian/ PAR Managers for initiation of APAR; iv. After initiation of APAR by the Custodian, submit self-appraisal to the Reporting Officer 	

Table B: Responsibilities of the Reporting Officer

Timeline	Responsibility	Action upon failure
After 30 th April up to 30 th June	<p>i. Report the APARs of all such ORUs whose performance has been observed for more than 3 months.</p> <p>ii. Where the ORU had not created self- <u>workflow</u> and/or <u>had not submitted self-appraisal</u>, then after completing the process of initiating the APAR by the Primary Custodian, the Reporting Officer will report the APAR on the basis of the experience of the work and conduct of the ORU. While doing so, the Reporting Officer can also point out the failure of the ORU to create self-workflow within the stipulated time and/or submit self-appraisal within the stipulated time.</p>	<p>i. The explanation shall be called for by -</p> <p>Pr.CCIT(CCA): for defaulting Reporting Officers upto PCIT level</p> <p>Pr.DGIT(HRD): for defaulting Reporting Officers of CCIT & above levels with prior approval of the Chairman, CBDT</p> <p>ii. Reporting Officer shall forfeit right to enter any remarks in the APAR of the ORU beyond 30th June.</p>
Comments on representation	The Reporting Officer may send his/her comments as sought by the Primary Custodian on representation within 15 days.	If no comments are received within 15 days, the Primary Custodian will proceed further for disposal of the representation without such comments.
Within one month of retirement/ VRS	The Reporting Officer is expected to report the APARs submitted by the ORUs to him within one month of his retirement/ VRS.	

Table C: Responsibilities of the Reviewing Officer

Timeline	Responsibility	Action upon failure
After 30 th June up to 31 st July	<p><u>Where ORU has submitted self-appraisal</u></p> <ul style="list-style-type: none"> i. Review the APARs of the ORUs which have been received after reporting by the concerned Reporting Officers. ii. If the Reporting Officer did not report in time and the APAR has been received by the Reviewing Officer force forwarded by the Primary Custodian, the Reviewing Officer shall report the APAR and shall report about the INTEGRITY of the ORU also. <p><u>Where ORU has not submitted self-appraisal</u></p> <ul style="list-style-type: none"> i. After initiation of APAR by the Primary Custodian, if the Reporting Officer has reported the APAR within time, the Reviewing Officer shall review the APAR. ii. After initiation of APAR by the Primary Custodian, if the Reporting Officer also failed to report the APAR within due date and the blank APAR is force forwarded to the Reviewing Officer, the Reviewing Officer will proceed to report the APAR on the basis of the experience of the work and conduct of the ORU. While doing so, the Reviewing Officer can also point out the failure of the ORU to submit self-appraisal within the stipulated time and failure of the Reporting Officer to report the APAR within the stipulated time. The Reviewing Officer shall report about the INTEGRITY of the ORU also. After reporting this APAR, the Reviewing Officer will submit the APAR to CR Section. 	<ul style="list-style-type: none"> i. The explanation shall be called for by - Pr.CCIT(CCA): for defaulting Reviewing Officers upto PCIT level Pr.DGIT(HRD): for defaulting Reviewing Officers of CCIT & above levels with prior approval of the Chairman, CBDT iii. The Reviewing Officer shall forfeit right to enter any remarks in the APAR of the ORU beyond 31st July.
Comments on representations	The Reviewing Officer may send his comments as sought by the Primary Custodian within 15 days.	If no comments are received within 15 days, the Primary Custodian will proceed further for disposal of the representation without such comments.

Table D: Responsibilities of the Primary Custodian /PAR Managers/ the APAR section

Timeline	Responsibility
From 1 st to 30 th April	<ul style="list-style-type: none"> i. The Primary/PAR Managers shall keep reminding all officers of their charge from time to time to create self-work flow for APAR on the SPARROW portal. ii. They shall initiate APARs promptly as and when self-work flow is received on SPARROW from the ORUs.
After 30 th April up to 15 th May	<ul style="list-style-type: none"> i. The Primary Custodian shall prepare a list of such ORUs who have not created self- workflow. ii. The Primary Custodian shall get Basic Information of such ORUs from their DDOs in the format for Basic information. The DDOs shall prepare and verify the basic information on the basis of service books/records. iii. Then the Primary Custodian shall create workflow of such ORUs and initiate their APAR. iv. The PAR Managers shall assist the Primary Custodian in this process.
By 15 th May	If the Primary Custodian finds any APAR still pending in the account of any ORU, the Primary Custodian shall force forward that blank APARs to the Reporting Officers concerned for reporting (mentioning reasons of force forwarding in remarks section).
From 16 th May up to 30 th June	The Primary/PAR Managers shall keep reminding all Reporting Officers of their charge to report the APARs on SPARROW portal.
Next Working day after 30 th June	Where the Reporting Officers have not reported the APARs till 30 th June, the Primary Custodian shall FORCE FORWARD all such unreported APARs (mentioning reasons of force forwarding in remarks section) to the next stage (i.e. to the concerned Reviewing Officers). Then the Reviewing Officers shall report such APARs.
1 st July to 31 st July	The Primary/PAR Managers shall keep reminding all Reviewing Officers of their charge to review the APARs (which have been duly reported by the Reporting Officers) or report the APARs (where the Reporting Officers had forfeited rights to report due to non- reporting within due date) on SPARROW portal.
Next working day after 31 st July	The Primary Custodian shall FORCE FORWARD all such APARs to the CR section (mentioning reasons of force forwarding in remarks section), where the Reviewing officers have not reviewed or reported the APARs, as the case may be, within due date.
1 st August To 1 st September	The Primary Custodian shall disclose the reviewed APARs on SPARROW portal to the concerned ORUs. The Primary Custodians should disclose the APARs immediately as and when the reviewed APARs are received by the CR section. In any case, this process must be completed by 1 st September.
By mid-September	<p>Categorize the representations received on the SPARROW portal as and when received and take action as indicated below:</p> <p>(a) <u>Representations of CIT and above:</u> The HRD will seek comments/views</p>

	<p>of the Reporting and Reviewing Officers concerned on such representations and submit the same to the Competent Officer for decision.</p> <p>(b) Representations of officers below CIT level where the Competent Officer is <u>Board</u>:</p> <p>If representation pertains to any officer of the grade of Addl.CIT or below and where the Pr.CCIT is reporting or reviewing officer and the Competent Officer is Zonal Member or Hon'ble Chairperson, the Primary Custodian concerned shall get the comments/views of the Reporting and Reviewing Officers concerned on the representations. After receipt of the comments/views of the Reporting and Reviewing Officers, the representation along with these comments/views should be sent to the HRD for putting up to the Competent Officer at CBDT level. If no comments are received within 15 days from the Reporting/Reviewing Officers, only the representation should be sent to the HRD mentioning the facts that comments have not been received.</p> <p>(c) Where the Competent Officer to decide the representations are upto <u>Pr.CCIT(CCA)</u>:</p> <p>The Primary Custodian concerned shall obtain the comments/views of the Reporting and Reviewing Officers concerned on the representations. After receipt of the comments/views of the Reporting and Reviewing Officers, the Primary Custodian shall put up / send the representation along with the comments/views of the Reporting and Reviewing Officers to the concerned Competent Officer for disposal with a request to dispose the same within one month from the date of receipt of representation. The Competent Officer may also be requested to dispose of the representation by passing detailed reasoned speaking order in view of the OMs dated 13th April 2010, 19^h May 2011 and 31st January 2014 of the DoPT. If no comments are received within 15 days from the Reporting/Reviewing Officers, the Primary custodian may proceed further without these comments.</p>
First week of October	<p>i. Prepare a list of following defaulting officers:</p> <p>a) ORUs, who had not created self-work flow on SPARROW or not submitted self- appraisal within timeline (i.e. upto 30th April)</p> <p>b) Reporting Officers, who did not report APARs within timeline (i.e. 30th June)</p> <p>c) Reviewing Officers, who did not review APARs within timeline (i.e. 31st July)</p> <p>ii. Submit the above details to</p> <p>Pr.CCIT(CCA): for defaulting officers upto PCIT level</p> <p>Pr.DGIT(HRD): for defaulting officers of CCIT & above levels</p>
By 15 th October	<p>1. <u>Primary Custodian of Pr.CCIT(CCA)</u>: Issue Show Cause Notices seeking explanations from the defaulting officers (upto PCIT level) after approval of the Pr.CCIT(CCA).</p>

	<p>2. <u>Primary Custodian of Pr.DGIT(HRD)</u>: Issue Show Cause Notices seeking explanations from the defaulting officers (who are on deputation) after approval of the Pr.DGIT(HRD).</p> <p>3. <u>Primary Custodian of Pr.DGIT(HRD)</u>: Issue Show Cause Notices seeking explanations from the defaulting officers (of the level of CCIT & above) after approval of the Chairman, CBDT.</p>
By 15 th November	<p>In respect of Representations</p> <p>i. Upload the decision of the Competent Officer on representations on the SPARROW portal.</p> <p>In respect of Defaulting Officers</p> <p>ii. After receipt of the explanations from the defaulting officers, the Primary Custodian shall get decisions on the same from the Competent Officer [Pr.CCIT(CCA)/Pr.DGIT(HRD)/Chairman(CBDT)] and place an appropriate warning/advisory in the APAR dossier of the defaulting officers as per the decision of the Competent Officer.</p>
By 30 th November	<p>Close the APAR cycle on the SPARROW portal after preparing NRCs wherever applicable mentioning detailed reasons of the NRCs. NRCs upto the PCIT level are to be drawn by the Primary Custodian. NRCs of CCIT & above and of deputation officers shall be drawn by the HRD.</p> <p>Where the Reporting officer or Reviewing Officer have forfeited their right to make any entry in the APAR of the ORU, the APAR format with the self-appraisal submitted by the ORU will be placed in the APAR dossier of the ORU.</p>

9.4 The stage at which an officer becomes a "**Defaulting Officer**" along with actions to be taken is further clarified as under:

Table E: Summary of actions as per various situations

S. No.	Self-appraisal Stage	Reporting Stage	Reviewing Stage	Remarks
(i)	Submitted within timeline	Reported within timeline	Reviewed within timeline	APAR will be disclosed by the Primary custodian.
(ii)	Submitted within timeline	Reported within timeline	Not reviewed within timeline	Reviewing Officer would be defaulting officer and No Review Certificate would be placed in dossier mentioning all facts.
(iii)	Submitted within timeline	Not reported within timeline	Would be force forwarded to Reviewing Officer who will Report	Reporting Officer would be defaulting officer and No Review Certificate would be placed in dossier mentioning all facts.

(iv)	Submitted within timeline	Not reported within timeline	Force forwarded to Reviewing Officer but not Reported by Reviewing Officer also within timeline	Both Reporting and Reviewing Officers would be defaulting officers and the APAR filed by the ORU shall be placed in the dossier with a certificate mentioning all facts.
(v)	Not submitted within timeline	Reported within timeline after initiation of APAR by Primary Custodian	Reviewed within timeline	ORU would be defaulting officer. APAR will be disclosed by the Primary custodian.
(vi)	Not submitted within timeline	Not reported within timeline even after initiation of APAR by Primary Custodian	Would be force forwarded to Reviewing Officer who will Report	ORU and Reporting Officer would be defaulting officers as per para 4(v to vii) above and No Review Certificate would be placed in dossier mentioning all facts.
(vii)	Not submitted within timeline	Not reported within timeline even after initiation of APAR by Primary Custodian	Force forwarded to Reviewing Officer but not Reported by Reviewing Officer also within timeline	ORU, Reporting Officer and Reviewing Officer would be defaulting officers and No APAR Certificate would be placed in dossier mentioning all facts.
(viii)	Submitted after 30 th April up to 15 th May	ORU would be defaulting officer. Rest actions shall be as per situation mentioned above.		

9.5 For any other circumstances in which NRCs are to be issued, the extant DoPT guidelines shall apply.

9.6 Whenever the Primary Custodian force-forwards the APAR to the next stage, it is **mandatory** for the Primary Custodian **to mention reasons of force-forwarding** in detail in the **Remarks** section.

Chapter 10 - SOP for Custodians

Standard Operating Procedures(SOP) for Primary Custodians and PAR Managers

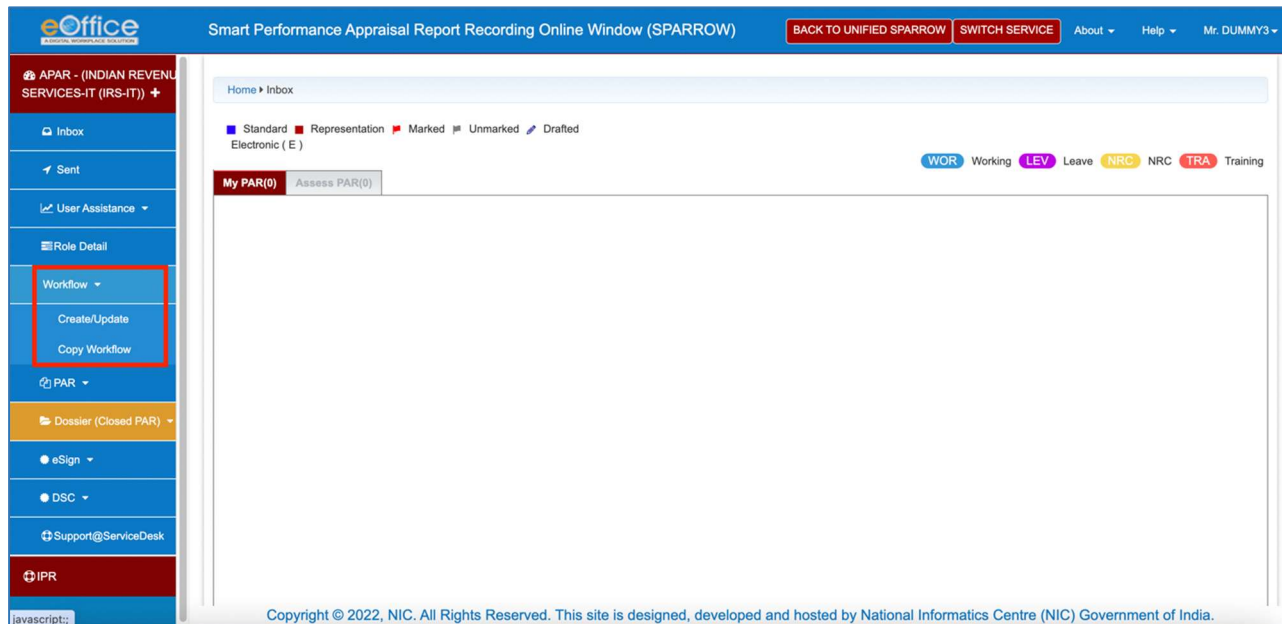
10.1 Primary Custodian and PAR Managers have been assigned the task by the respective CCAs to generate APARs and create/copy workflows (created by the users using their own login ID and Password) based on the basic employee information furnished by the ORUs reported upon posted in their respective charges.

10.2 Instructions were issued vide F.No. HRD/PM/APAR/403/SPARROW/2020-21/14, dated 01.04.2021 for all Primary Custodians and PAR Managers for generating APARs on SPARROW. These instructions have been summarized as below.

10.3 Since, the **timeline for the submission of Self-Appraisal of APAR by the ORU is 30th April of the reporting year**, all Primary Custodian and PAR Managers should endeavour to generate APARs **latest by 15th April**. Primary Custodian/ PAR Managers will first create/copy Workflow for the ORU and then generate ORU's PAR. Steps have been explained as below.

Workflow

- 10.4 There are two ways to generate APAR Workflow
- Custodian can **Create/Update** Workflow made by the ORU.
 - Custodian can **Copy Workflow** made by the ORU.



Copy Workflow

10.5 This option will work only when the ORU has created his/her Self Workflow. Step by step process has been explained as below.

Step 1- On Home Page, Click **Workflow** and then click **Copy Workflow**. Following window opens up.

Copy Previous Year Workflow

Copy Workflow Created by Officer

Assessment Period : *

2023-2024

Employee Search by :

Code

Employee Name

Batch

INDIAN REVENI

Search

Step 2- By default, 'Copy Previous year Workflow' is selected. Custodian should not choose to 'Copy Previous year Workflow' as the data may have changed from the previous year. Instead, please click 'Copy Workflow Created by Officer'. Select Assessment period and code of ORU, then click **Search**. Following window will open.

Copy Previous Year Workflow

Copy Workflow Created by Officer

Assessment Period : *

2023-2024

Employee Search by :

DUMMY1

Employee Name

Choose Designation

Email

Batch

INDIAN REVENUE SEF

Choose Cadre

Mobile Number

Search

Search:

Copy

Excel

CSV

PDF

Show 10 rows

S.No	Select	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Work Flow Type	From date	To Date	Form Name	Details
1	<input type="checkbox"/>	DUMMY1	1900	DUMMY1	-	GROUP A	Working	01/04/2023	30/06/2023	Deputy/Assistan...	Preview

Showing 1 to 1 of 1 entries

Copy

First

Previous

1

Next

Last

Step 3- Click **Preview** button. Custodian views workflow created by ORU. Custodian has to verify it with basic information provided by ORU.

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW) BACK TO UNIFIED SPARROW SWITCH SERVICE About Help Mr. DUMMY3

Employee Search for Assessment - Workflow-Copy

Copy Previous Year Workflow **Copy Workflow Created by Officer**

Assessment Period : 2023-2024

Employee Search by : DUMMY1 Employee Name Choose Designation Email

Batch INDIAN REVENUE S Choose Cadre Mobile Number

Search:

S.No	Select	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Work Flow Type	From date	To Date	Form Name	Details
1	<input type="checkbox"/>	DUMMY1	1900	DUMMY1	-	GROUP A	Working	01/04/2023	30/06/2023	Deputy/Assistan...	<input type="button" value="Preview"/>
2	<input type="checkbox"/>	DUMMY1	1900	DUMMY1	-	GROUP A	Working	01/07/2023	30/09/2023	Deputy/Assistan...	<input type="button" value="Preview"/>
3	<input type="checkbox"/>	DUMMY1	1900	DUMMY1	-	GROUP A	Working	01/10/2023	31/12/2023	Deputy/Assistan...	<input type="button" value="Preview"/>
4	<input type="checkbox"/>	DUMMY1	1900	DUMMY1	-	GROUP A	NRC	01/01/2024	14/03/2024	NO APAR/ REP...	<input type="button" value="Preview"/>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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Step 4- If everything is proper, then select/tick that check box that Custodian wants to copy and then click at **Copy** button. Workflow has been copied successfully.

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Officers Created Workflow Details

Work Flow Copy Status

Sr. No.	Details
1	Workflow has been copied successfully. Of Officer DUMMY1(DUMMY1) From 01/01/2024 to 14/03/2024

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If may be noted that once Workflow has been copied, it will not appear anymore in this window. **PAR Manager must copy Workflow of only those officers for which he/she has been assigned the role of PAR Manager.** List of PAR Managers and their Charges have been tabulated in **Annexure-2**.

Create/Update Workflow

10.6 PAR Manager may choose this option to **Create Workflow** of the ORU if ORU has not created his/her **Self Workflow**. Step by step process has been explained as below.

Step 1- On Home Page, Click **Workflow** and then click **Create/Update**. Following window opens up.

Workflow Within Same Organization

Workflow With All Organization

Assessment Period : *
2023-2024

Employee Search by :

Code

Employee Name

Choose Designation

Batch

INDIAN REVENI

Choose Cadre

☒ IN PROCESS
☒ COMPLETED
☐ NOT STARTED

Search

Step 2- Enter Assessment period and code of ORU, then click **Search** button.

Step 3- Click **Create Workflow**.

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SWITCH SERVICE

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Mr. DUMMY3

APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))

Inbox

Sent

User Assistance

Role Detail

Workflow

PAR

Dossier (Closed PAR)

eSign

DSC

Support@ServiceDesk

IPR

Home

Workflow

Employee Search

Employee Search for Assessment - Workflow Creation/Update

Workflow Within Same Organization

Workflow With All Organization

Assessment Period : *
2023-2024

Employee Search by :

DUMMY1

Employee Name

Choose Designation

Batch

INDIAN REVENUE SI

Choose Cadre

Email

Mobile Number

☒ IN PROCESS
☒ COMPLETED
☐ NOT STARTED

Search

Search:

Copy

PDF

CSV

Excel

Show 10 rows

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1		DUMMY1	1900	DUMMY1	-	GROUP A	Create Workflow

Showing 1 to 1 of 1 entries

First

Previous

1

Next






Last

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Step 4- Following window will open.






Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1 <input type="checkbox"/>	From: 01/04/2023  To: 31/03/2024 	WORKING 	ED Deputation FORM 	Actions 

Step 5- Click **Actions** Button.

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1 <input type="checkbox"/>	From: 01/04/2023  To: 31/03/2024 	WORKING 	ED Deputation FORM 	Actions  + Continue Copy Workflow View Officer Created Workflow












Step 6- Click **Continue**. Following window will appear for selection of Reporting and Reviewing officer. Click **Save** to save the workflow.

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SWITCH SERVICE
About
Help
Mr. PREM PRAKASH MEHRA

APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))
Inbox
Sent
User Assistance
Role Mapping
Role Detail
Workflow
PAR
Disaster (Closed PAR)
eSign
OSC
Support@ServiceDesk
IPR

Basic Information
Code: 16520
Service: INDIAN REVENUE SERVICES-IT (IRS-IT)
Batch: 2016
Name: PARVESH MEHTANI
Cadre: GROUP A
Status: APAR
Designation: _ DCIT/DDIT
Organization: CBOT-IT-DELHI
Form Type: Deputy/Assistant Commissioner or Deputy/Assistant Director of Income Tax/ Income Tax Officer and equivalent(A Other than Assessing Officer)_New

Work Flow for Assessment Period : 27/08/2024 to 31/03/2025
Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	PARVESH MEHTANI(16520[_ DCIT/DDIT-IT-DELHI])	30/06/2025	 
2	Reporting Authority	--SELECT--	31/08/2025	 
3	Reviewing Authority	--SELECT--	31/10/2025	  
4	CR Section To Disclose	SAURABH GOYAL(PC-DELHI[_ PRIMARY CUSTODIAN-CBOT-IT-DELHI])	01/11/2025	
5	Officer Disclosure	PARVESH MEHTANI(16520[_ DCIT/DDIT-IT-DELHI])	15/11/2025	 
6	CR Section for Closing	SAURABH GOYAL(PC-DELHI[_ PRIMARY CUSTODIAN-CBOT-IT-DELHI])	31/12/2025	

Action
Save Save and Next Back To Employee Search

“How to search an officer” has already been explained in Para 6.4 of Chapter 6.

Updation of Workflow

10.7 If PAR Manager has copied or created Workflow of ORU but not generated PAR (as explained in para 10.8), PAR Manager can still update the Workflow of the ORU.

Step 1- On Home Page, Click **Workflow** and then click **Create/Update**. Following window opens up.

Workflow Within Same Organization

Workflow With All Organization

Assessment Period : *

2023-2024

Employee Search by :

Code

Employee Name

Choose Designation

Batch

INDIAN REVENI

Choose Cadre

☒ IN PROCESS

☒ COMPLETED

☒ NOT STARTED

Search

Step 2- Enter Assessment period and code of ORU, then click **Search** button.

Step 3- Click **Update Workflow**.

APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))

Home

Workflow

Employee Search

Employee Search for Assessment - Workflow Creation/Update

Workflow Within Same Organization

Workflow With All Organization

Assessment Period : *

2024-2025

Employee Search by :

15070

Employee Name

Choose Designation

Batch

INDIAN REVENUE SERVICES-IT (

GROUP A

☒ IN PROCESS

☒ COMPLETED

☒ NOT STARTED

Search

Search

Copy

PDF

CSV

Excel

Show 10 rows

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Step 4- Click **Action** and then on **Update**.

Office
Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Workflow > Define Workflow

Basic Information

Code:	15070	Name:	MEGHA GARG	Designation:	_ JCIT/JDIT
Service:	INDIAN REVENUE SERVICES-IT (IRS-IT)	Cadre:	GROUP A	Organization:	CBDT-IT-DELHI
Batch:	2015				

Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 10/08/2024 To: 19/08/2024	NRC	NO APAR/ REPORT CERTIFICATE NEW	Actions
2	From: 01/04/2024 To: 09/08/2024	APAR	ED Deputation FORM	Update View Officer Created Workflow
3	From: 20/08/2024 To: 31/03/2025	APAR	ED Deputation FORM	Actions

10.8 PAR Generation

Step 1- On Home Page, click **PAR** and then click **Generation**.

eOffice
Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Inbox

Standard Representation Marked Unmarked Drafted
Electronic (E)

My PAR(0) Assess PAR(0)

WOR Working LEV Leave NRC NRC TRA Training

PAR Generation

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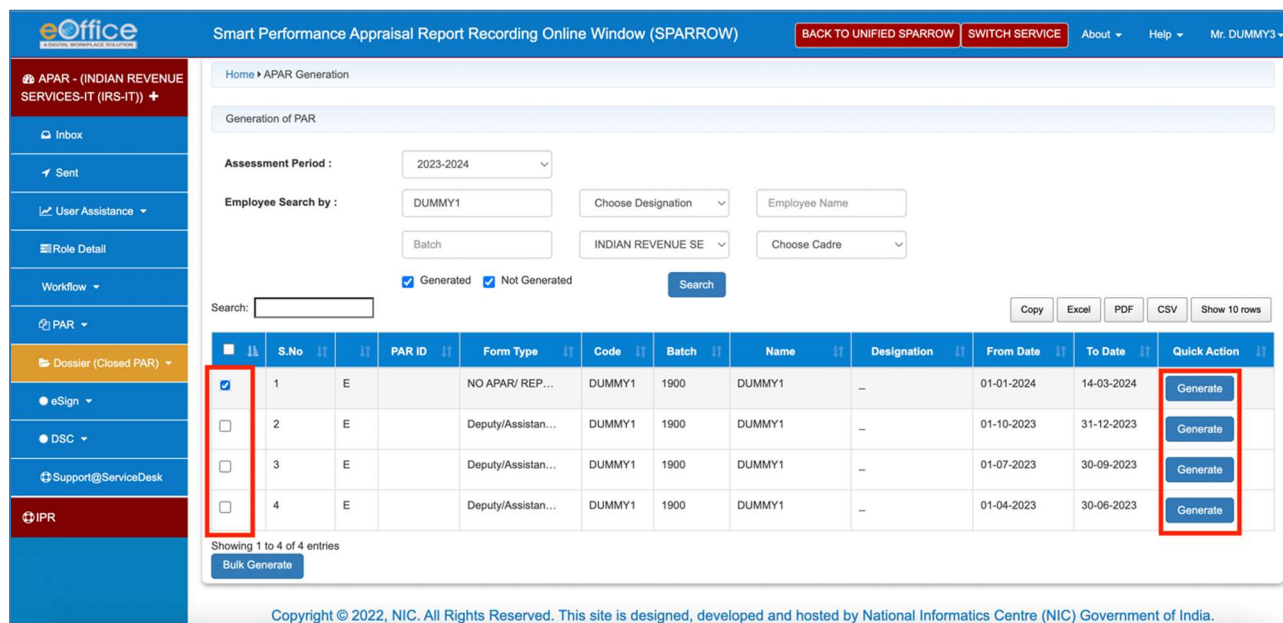
Step 2- Select Assessment Period.

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The left sidebar contains a menu with items like 'Inbox', 'Sent', 'User Assistance', 'Role Detail', 'Workflow', 'PAR', 'Dossier (Closed PAR)', 'eSign', 'DSC', 'Support@ServiceDesk', and 'IPR'. The main content area is titled 'Home > APAR Generation' and 'Generation of PAR'. It features a form with the label 'Assessment Period : ' and a dropdown menu labeled 'Choose Assessment Y:'. The footer contains the copyright notice: 'Copyright © 2022, NIC. All Rights Reserved. This site is designed, developed and hosted by National Informatics Centre (NIC) Government of India.'

Step 3- Enter code of ORU and then Search.

The screenshot shows the same SPARROW interface as Step 2, but with additional search criteria. The 'Assessment Period' dropdown is now set to '2023-2024'. Below it, the 'Employee Search by :' section includes several input fields: 'Employee Code', 'Choose Designation', 'Employee Name', 'Batch', 'INDIAN REVENUE SE', and 'Choose Cadre'. There are also checkboxes for 'Generated' and 'Not Generated', and a 'Search' button. The footer remains the same: 'Copyright © 2022, NIC. All Rights Reserved. This site is designed, developed and hosted by National Informatics Centre (NIC) Government of India.'

Step 4- Select/tick those checkbox for which Custodian wants to generate the PAR and then click **Generate** Button.



Home » APAR Generation

Generation of PAR

Assessment Period : 2023-2024

Employee Search by : DUMMY1 Choose Designation Employee Name

Batch INDIAN REVENUE SE Choose Cadre

☒ Generated ☒ Not Generated Search

Search:

Copy Excel PDF CSV Show 10 rows

	S.No	PAR ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
<input checked="" type="checkbox"/>	1	E	NO APAR/ REP...	DUMMY1	1900	DUMMY1	-	01-01-2024	14-03-2024	Generate
<input type="checkbox"/>	2	E	Deputy/Assistan...	DUMMY1	1900	DUMMY1	-	01-10-2023	31-12-2023	Generate
<input type="checkbox"/>	3	E	Deputy/Assistan...	DUMMY1	1900	DUMMY1	-	01-07-2023	30-09-2023	Generate
<input type="checkbox"/>	4	E	Deputy/Assistan...	DUMMY1	1900	DUMMY1	-	01-04-2023	30-06-2023	Generate

Showing 1 to 4 of 4 entries

Bulk Generate

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Now there will be two different paths- one for “Working” (Step 5 to Step 8) option and another for “NRC” (Step 9 to Step 11) option.

IN CASE OF “WORKING” OPTION

Step 5.1- The PAR will be generated along with PAR-id.

Step 5.2- Now, Custodian has to again carefully see which APAR form ORU wants to fill

- APARs form for **PCIT, Addl/JCIT, DCIT/ACIT posted in FAO/JAO**
- APARs form for remaining ORUs

Step 5.3- If APARs form is for **PCIT, Addl/JCIT, DCIT/ACIT posted in FAO/JAO**, Custodian has to select relevant APAR form, as shown in following screenshots.

For PCIT- Custodian has to select relevant APAR form – Faceless Assessing Units or Jurisdictional Assessing Units.

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW) [BACK TO UNIFIED SPARROW](#) [SWITCH SERVICE](#) About Help Mr. DUMMY3

APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))

Basic Information

Name: DUMMY2 Cadre: GROUP A Service: INDIAN REVENUE SERVICES-IT (IRS-IT)

Designation: -- Batch: 1900 Assessment Period: 01/04/2022 to 06/07/2022

Form Type: **Principal Commissioner of Income Tax/Commissioner of Income Tax(Faceless Assessment Units/ Jurisdictional Assessment Units)_New**

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information

[Reload PIMS](#) [COPY USER GENERATED DETAIL](#)

APAR FORM-4a

Annual Performance Appraisal Report For

Section I

☒ Faceless Assessing Units

☐ Jurisdictional Assessing Units

BASIC INFORMATION
(To be filled in by the Head of Department)

Period of Report from : 01/04/2022to 06/07/2022

1. Name of the Officer Reported Upon : DUMMY2

2. Service : IRS-IT

3. Year of recruitment :

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For Addl/JCIT- Custodian has to select relevant APAR form – Faceless Assessing Units or Jurisdictional Assessing Units.

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APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))

Basic Information

Name: DUMMY1 Cadre: GROUP A Service: INDIAN REVENUE SERVICES-IT (IRS-IT)

Designation: -- Batch: 1900 Assessment Period: 16/07/2022 to 31/03/2023

Form Type: **Joint/Additional Commissioner and equivalent(Faceless Assessment Units/ Jurisdictional Assessment Units)_New**

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information

[Reload PIMS](#) [COPY USER GENERATED DETAIL](#)

APAR FORM-2A

Annual Performance Appraisal Report For

Section I

☒ Faceless Assessing Units

☐ Jurisdictional Assessing Units

BASIC INFORMATION
(To be filled in by the Head of Department)

Period of Report from : 16/07/2022to 31/03/2023

1. Name of the Officer Reported Upon : DUMMY1

2. Service : IRS-IT

3. Year of recruitment :

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For DCIT/ACIT- Custodian has to select relevant APAR form – Faceless Assessing Officers or Jurisdictional Assessing Officers.

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APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT)) +

Inbox Sent User Assistance Role Detail Workflow PAR Dossier (Closed PAR) eSign DSC Support@ServiceDesk IPR

Basic Information

Name: DUMMY1 Cadre: GROUP A Service: INDIAN REVENUE SERVICES-IT (IRS-IT)

Designation: -- Batch: 1900 Assessment Period: 01/04/2022 to 15/07/2022

Form Type: Deputy/Assistant Commissioner/Income Tax Officers and equivalent) (Faceless Assessing officers/Jurisdictional Assessing Officers)_New

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information

[Reload PIMS](#) [COPY USER GENERATED DETAIL](#)

Annual Performance Appraisal Report For

Section I

BASIC INFORMATION

(To be filled in by the Head of Department)

Period of Report from : 01/04/2022 to 15/07/2022

APAR FORM-1A

1. Name of the Officer Reported Upon : DUMMY1

2. Service : IRS-IT

3. Year of recruitment :

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Step 5.4- If APARs form is for remaining ORUs, following window will open and Custodian may go to Step 6.

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APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT)) +

Inbox Sent User Assistance Role Detail Workflow PAR Dossier (Closed PAR) eSign DSC Support@ServiceDesk IPR

Basic Information

Name: DUMMY1 Cadre: GROUP A Service: INDIAN REVENUE SERVICES-IT (IRS-IT)

Designation: -- Batch: 1900 Assessment Period: 01/10/2023 to 31/12/2023

Form Type: Deputy/Assistant Commissioner or Deputy/Assistant Director of Income Tax/ Income Tax Officer and equivalent) (Other than Assessing Officer)_New

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information

[Reload PIMS](#) [COPY USER GENERATED DETAIL](#)

Section I

BASIC INFORMATION

(To be filled in by the Head of Department)

Period of Report from : 01/10/2023 to 31/12/2023

APAR FORM-1

1. Name of the Officer Reported Upon : DUMMY1

2. Service : IRS-IT

3. Year of recruitment :

4. Year of allotment : 1900

5. Civil/Employee Code No.: DUMMY1

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Step 6- If ORU has completed his/her Self PAR Generation, Custodian may copy it by clicking at **COPY USER GENERATED DETAIL** button. Otherwise, Custodian can enter details as per basic information manually provided by the ORU.

If Custodian clicks **COPY USER GENERATED DETAIL**, following window will open.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

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APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))

Inbox
Sent
User Assistance
Role Detail
Workflow
PAR
Dossier (Closed PAR)
eSign
DSC
Support@ServiceDesk
IPR

Basic Information

Name: DUMMY1
Cadre: GROUP A
Service: INDIAN REVENUE SERVICES-IT (IRS-IT)

Designation:
Batch: 1900
Assessment Period: 01/10/2023 to 31/12/2023

Form Type: Deputy/Assistant Commissioner or Deputy/Assistant Director of Income Tax/ Income Tax Officer and equivalent) (Other than Assessing Officer)_New

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information

Reload PIMS

APAR FORM-1

Section I
BASIC INFORMATION
(To be filled in by the Head of Department)
Period of Report from : 01/10/2023 to 31/12/2023

1. Name of the Officer Reported Upon : DUMMY1
2. Service : IRS-IT
3. Year of recruitment : 1900
4. Year of allotment : 1900
5. Civil/Employee Code No.: DUMMY1

Step 7- Verify Basic information as provided by the ORU. If everything is correct then send it to ORU for writing self-appraisal by clicking **Send to Officer Reported Upon Button.**

Smart Performance Appraisal Report Recording Online Window (SPARROW)

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APAR - (INDIAN REVENUE SERVICES-IT (IRS-IT))

Inbox
Sent
User Assistance
Role Detail
Workflow
Create/Update
Copy Workflow
PAR
Dossier (Closed PAR)
eSign
DSC
Support@ServiceDesk
IPR

Basic Information

16. Date of last prescribed medical examination for officers 40 years of age and above. (Attach copy of the summary of the medical report)

17. Position of Staff posted with the officer as on 31st December of the year :

Designation	Sanctioned Strength	Actual Strength

18. Has the officer completed APARs of Group 'A' and 'B' officers working under him/her, in respect of the previous reporting year, within the stipulated time?

Date:
Signature on behalf of Cadre Controlling Authority

Reference Upload (only pdf files with 3mb maximum size) Choose file No file chosen

Save As Draft
Send To Officer Reported Upon

Back

55

DRAFT

Step 8- Use DSC or E-hastakshar (Aadhaar based) to move PAR to next level.

IN CASE OF NRC option

Step 9- Following window will open. Click **COPY USER GENEARTED DETAIL**. Or if ORU has not submitted the details, Custodian can fill up the details.

Step 10- Verify documents uploaded online/submitted manually by the ORU. If everything is correct, choose proper **Remarks**. Then click **Send to Competent Officer**.

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW) [BACK TO UNIFIED SPARROW](#) [SWITCH SERVICE](#) [About](#) [Help](#) [Mr. DUMMY3](#)

Form Type: NO APAR/ REPORT CERTIFICATE NEW

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by how more than 15 days)

Reporting officer forfeited his/her rights to make entry of any comments in prescribed time limit in view of DoPT OM No. 31014/4/83-Estt.(A) dated 23.09.1985 and DoPT OM No. 21011/02/2009-Estt.(A) dated 16.02.2009.

The officer did not submit his self appraisal timely for the period, therefore after taking appropriate action (DO), NRC is recommended

Any other reason

Any other reason

Reporting Period From	Reporting Period To	Reporting Officer Name	Reporting Officer Designation
01/04/20	14/03/20	Dummy 2	JDIT

Comments Box :

The period under the reporting officer is less than 90 days.

In view of above facts, "No Report Certificate" is appended for this period.

Date: 03/04/2024

Signature
Mr. DUMMY3 (DUMMY3) -

[Save As Draft](#) [Send To Competent Authority](#) [Back](#)

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Step 11- Use DSC or E-hastakshar (Aadhaar based) to move PAR to next level.


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Home > Form Signing

Kindly use the Mozilla Firefox or Internet Explorer browser for

SELECT MODE OF SIGNING

 **DSC**

 **eHastakshar(eSign)**

Compatible browser for eHastakshar(eSign):

Kindly use the Mozilla Firefox or Internet Explorer browser for processing PAR through eSign. If after entering OTP, page is redirected to the Inbox in place of successful PAR submission message, then it shows the eSign has not been completed. In this case please delete history, cookies, cache memory from browser and re-open the browser and submit again.

Before proceeding with eHastakshar(eSign), please follow the instructions given below(only to be performed only once or if the browser gets stuck during eHastakshar(eSign) redirection):

Click on the links : 1st Link -<https://esignservice1.cdac.in/esignservice2.1/2.1/signdoc> and 2nd Link -<https://esignservice.cdac.in/esignservice2.1/2.1/signdoc>

After Clicking on the links above if message received is "The request method is inappropriate for the URL" , please ignore below steps and click on eHastakshar(eSign)

If using Mozilla Firefox, then a security warning may appear after clicking on the links in the first step with message as "Your connection is not secure", in that case click on "Add Exception" and "Confirm Security Exception"

If using Google Chrome, then a security warning may appear after clicking on the links in the first step with message as "Your connection is not private", in that case click on "Click Advance" and "Proceed to link of 1st or 2nd url" (Unsafe)"

Now click on eHastakshar(eSign) in SPARROW

Before proceeding with DSC Signing, please follow the instructions in the link given below:

[DSC Instruction](#)

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10.9 It is the responsibility of Primary Custodian to ensure that APAR is generated electronically for all officers working in the region as on date, including the officer who have gone on long leave, training, study leave etc.

10.10 Whenever there is a change in Primary Custodian /PAR Managers, office of the Pr.CCIT(CCA) must promptly inform the same to HRD for making necessary updation in the system.

Important Points in Force-Forward of APARs

10.11 Whenever the Primary Custodian force-forward the APAR to the next stage, it is **mandatory** for the Primary Custodian to mention reasons of force-

forwarding in detail in the **Remarks** section.

10.12 Where the Reporting officer fails to report the APAR within the time allowed, APAR will be force forwarded to the Reviewing Officer and the Reviewing officer shall **report** the APAR and **No Review Certificate** will be placed in the Dossier.

In such cases, where the Reviewing officer is initiating the APAR of the ORU due to being force forwarded to him/her, No Review Certificate has to be issued **manually by the Primary Custodian** and the same shall be uploaded on SPARROW before disclosing the APAR to the Officer Reported Upon (ORU).

Corrections in already generated APARs

10.13 After PAR generation, if required, corrections can be made in the following ways:

- **Time period of APAR and Form Type can never be changed** once PAR is generated. If correction is required, only option is to delete APAR and generate again.

Role	Work Description
PAR Manager	<ul style="list-style-type: none">➤ Copy Workflow created by ORU➤ Create/Update Workflow➤ PAR/NRC Generation
Primary Custodian (PC)	<ul style="list-style-type: none">➤ All activities by PAR Manager➤ Tracking of APAR in the respective Region➤ Dashboard Access Authority of the respective Region➤ PC can update Section-1 Basic Information of APAR form, before closing of APAR➤ PC can delete APAR before reporting of APAR by Reporting officer➤ PC has access to change Reporting or Review officer name if there is some mistake. If APAR is pending with ORU for Self-Appraisal then name of both Reporting and Reviewing Officer can be updated by PC. If APAR is pending with Reporting officer, then name of Reviewing officer only can be updated.➤ Disclosure of APAR to ORU➤ Closure of APAR➤ Create APAR Representation Workflow➤ Upload Representation Order➤ Disclosure of APAR Representation to ORU and Closure of APAR Representation
HRD	<ul style="list-style-type: none">➤ SUPER CUSTODIAN of SPARROW➤ Updation of NRC and Deletion of NRC can be done only at HRD level on written request from Primary Custodian.

Suggested Texts for NRC/Comments by PRIMARY CUSTODIAN

10.14 APAR has been reported by the Reporting officer. But Reviewing officer has retired and one month has elapsed. Therefore, APAR has to be force- forwarded to the next level. While force- forwarding APAR, following comment may be inserted by the PRIMARY CUSTODIAN.

No Review Certificate 2023-24 (dd.mm.yyyy to dd.mm.yyyy)

The APAR for the period (dd.mm.yyyy to dd.mm.yyyy) of **Name of the Officer Reported Upon, Designation**, was reported by the Reporting officer **Name and Designation of Reporting Officer** on dd.mm.yyyy, however it could not be reviewed as Reviewing officer, **Name and Designation of reviewing officer**, retired on superannuation on dd.mm.yyyy and one month has elapsed.

In view of above facts, "No Review Certificate" is appended for this period.

10.15 APAR has been reported by the Reporting officer. But there is no reviewing authority who has overseen the work of the ORU for more than 90 days. Therefore, APAR has to be force- forwarded to the next level. While force- forwarding following comment may be inserted by the PRIMARY CUSTODIAN.

No Review Certificate 2023-24 (dd.mm.yyyy to dd.mm.yyyy)

The APAR for the period (dd.mm.yyyy to dd.mm.yyyy) of **Name of the Officer Reported Upon, Designation**, was reported by the Reporting officer **Name and Designation of Reporting Officer** on dd.mm.yyyy, however it could not be reviewed as there are multiple reviewing officers during this period. The details of reviewing officers are as under:

1. **Name and Designation of Reviewing Officer, (period of reviewing)**
2. **Name and Designation of Reviewing Officer, (period of reviewing)**
3. **Name and Designation of Reviewing Officer, (period of reviewing)**

In view of above facts, "No Review Certificate" is appended for this period.

Chapter 11 – Immovable Property Return (IPR)

11.1 **Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964** states as under:

“(ii) Every Government servant belonging to any service or holding any post included in Group ‘A’ and Group ‘B’ shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.”

11.2 Accordingly, **all Group 'A' and Group 'B' Government servants** are required to file Annual Immovable Property Return (IPR) of the previous year latest by **31st January** of the following year.

11.3 Kind attention is also invited to DoPT OM No. 104/33/2024-A VD-IA dated 09.10.2024, which states that vigilance clearance **shall be denied to an officer**, if he/she fails to submit his/her annual immovable property return of the previous year by 31st January of the following year in the following cases:

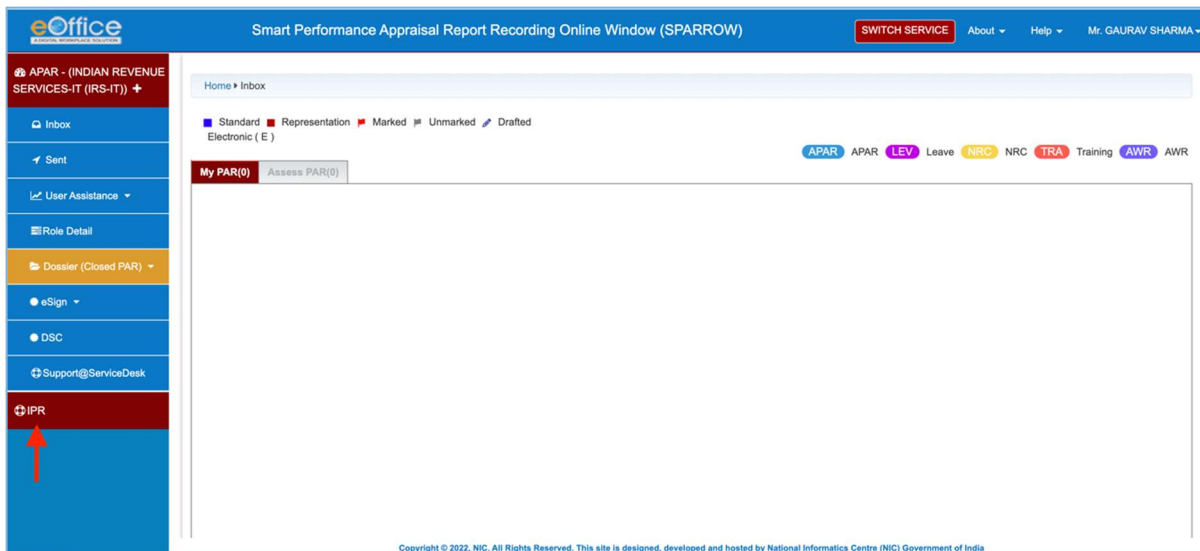
- i. Empanelment
- ii. Ex- India study leave
- iii. Any deputation for which clearance is necessary and extension there of
- iv. Appointment to sensitive posts.
- v. Assignments to training programmes except mandatory training
- vi. Confirmation in service
- vii. Retirement on VRS
- viii. Post-retirement commercial employment
- ix. Pre-mature repatriation (voluntary) from any deputation

11.4 Kind attention is also drawn to, the Central Vigilance Commission's Office Order No. 17/11/2020 dated 23.11.2020, circulated vide this Office letter F.No. P 329/Personnel/IPR/2020-21/754 dated 18.12.2020, mentioning that timely filing of Property Return by the officials of Ministries/Departments/Organizations is one of the mandatory requirement under CCS (Conduct) Rules and non-filing of Property Returns constitutes good and sufficient reasons for instituting disciplinary action against the delinquent officials.

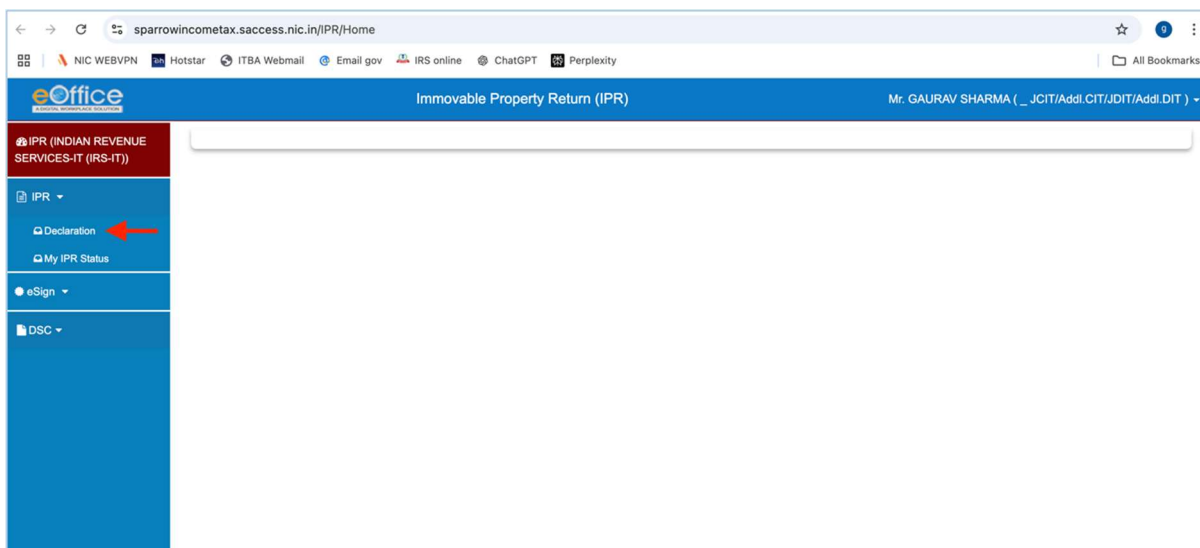
11.5 Therefore, filing of IPR is very important for all Group-A and Group-B Government servants. Step by step process to file IPR is described as below.

Step 1- First, log into SPARROW portal as described in Chapter-5.

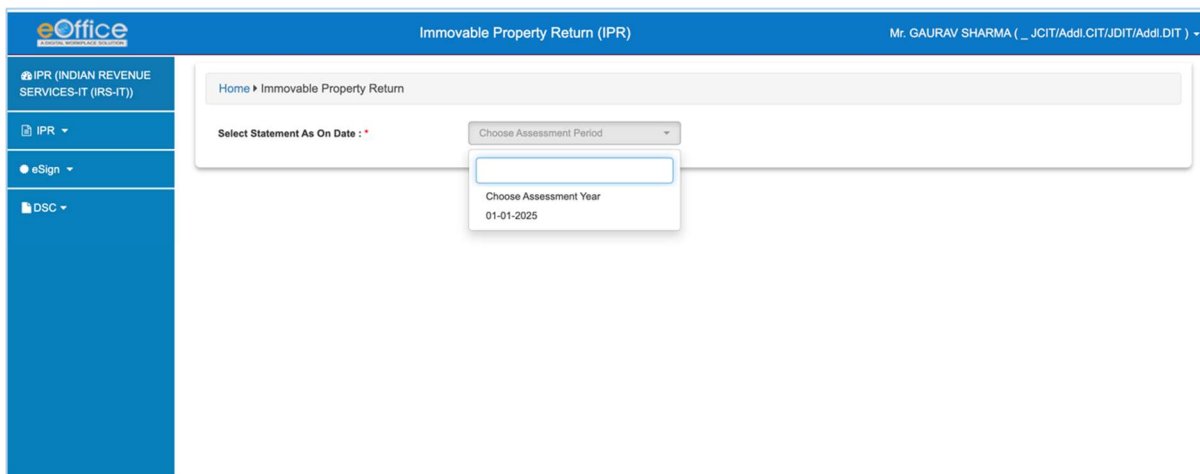
Step 2- Click the **IPR** icon on the left-side panel.



Step 3- Following window will open. Click **Declaration** icon.



Step 4- Select the relevant date (for the year 2025, this would be 01.01.2025).



Step 5- There are three ways to file IPR.

- Fill New Declaration
- Copy Data from Previous Year Declaration
- NIL Declaration

Select the relevant option.

The screenshot shows the eOffice portal for Immovable Property Return (IPR). The user is Mr. GAURAV SHARMA. The left sidebar contains links for IPR (INDIAN REVENUE SERVICES-IT (IRS-IT)), IPR, eSign, and DSC. The main content area has a breadcrumb 'Home > Immovable Property Return'. Below this, there is a 'Select Statement As On Date' dropdown set to '01-01-2025' and a 'Fill New Assets & Liability Declaration' link. At the bottom, there are three buttons: 'Fill New Declaration', 'Copy Data From Previous Year Declaration', and 'NIL Declaration'.

Step 6- For uploading Physically Signed Form, select **Fill New Declaration** and then following window will open. Select **Upload Physically Signed Form** and upload the form.

This screenshot shows the same eOffice portal as the previous one, but with an additional radio button option. Below the 'Fill New Declaration' button, there are two radio buttons: 'Fill Electronic Form' (which is selected) and 'Upload Physically Signed Form'.

Step 7- Use DSC or E-hastakshar (Aadhaar based) to finally submit IPR.

11.6 One can check the status of filed IPRs on **My IPR Status**

The screenshot shows the eOffice portal with the left sidebar expanded to show 'My IPR Status' under the 'IPR' section. The main content area is currently empty.

Chapter 12 - Contact Points

12.1 For any query related to SPARROW and any feedback on the compiled guidelines, SPARROW team at HRD may be contacted at following emails:

For SPARROW queries related to Group A Group-B (Gztd)	sparrow.hrd@incometax.gov.in
For SPARROW queries related to Group-B (Non- Gztd) Group-C	sparrow.hrd.ng@incometax.gov.in
Landline	011-21420903

12.2 Details of the SPARROW Team at HRD is as below

- i. Shri Rajesh Chandra, ADG-1
- ii. Shri Gaurav Sharma, Addl. DIT(Admn.)
- iii. Shri Abhishek Nuniwal, DDIT(Admn.)
- iv. Shri Harvinder Kumar, DDIT(S)
- v. Shri Prem Prakash Mehra, ITO(Sparrow)
- vi. Shri Rahul Sehrawat, OS
- vii. Shri Ujjwal Seth, TA
- viii. Shri Vivekanand Singh, System Administrator

Annexure 1- Proforma for filling up of Basic Employee Information

Section I- Basic Information

(To be filled in by the Head of Department)

1. Name of the officer reported upon:

2. Service:

3. Year of recruitment

:

4. Year of allotment:

5. Civil/Employee Code No.

6. Date of Birth:

7. Present Grade:

Date of continuous appointment to the present grade

8. Present post held by the officer during the period reported upon:

9. Date of appointment to present post:

10. Reporting and Reviewing Authority*

	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		

* Please mention names of the officers who are going to report and review this period of your APAR.

11. Period of absence on leave etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

12. Education and training programs for which nominated and attended

Nominated	Attended	Institute	Subject	Reason for non-attendance

13. Awards/Honours books publications including journals :

14. Penalties, if any, imposed during the year :

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15. Date of filing the annual immovable property return for year ending December

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**16. Date of last prescribed medical examination for officers 40 years of age and above.
(Attach copy of the summary of the medical report)**

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17. Position of Staff posted with the officer as on 31st December of the year.

Designation	Sanctioned Strength	Actual Strength

18. Has the officer completed APARs of Group 'A' and 'B' officers working under him/her, in respect of the previous reporting year, within the stipulated time?

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Signature of Officer Reported
Upon

It is verified that the above details are correct as per the office record/service record of the officer.

Name and Signature of the DDO

Date:

Annexure 2- List of All Primary Custodians and PAR Managers

S. No.	Region	Role	Name of Officer	Design.	Contact Number	Charge
1	AP & TELANGANA	PRIMARY CUSTODIAN	PRAVALIKA KINTHADA	DCIT	7901599725	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
2	AP & TELANGANA	PRIMARY CUSTODIAN	PRAVALIKA KINTHADA	DCIT	7901599725	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON-GZTD.) & GROUP-C OFFICERS
3	AP & TELANGANA	PAR MANAGER	AMARNATH TANIKEDAR	ITO	8985970691	CIT(DR)(ITAT)-2, HYDERABAD
4	AP & TELANGANA	PAR MANAGER	ANITHA M P	ITO	8985970812	CIT(AUDIT), HYDERABAD
5	AP & TELANGANA	PAR MANAGER	ASHISH KUMAR SINGH	ITO	8985970754	PR. CIT-2, HYDERABAD CIT(APPEAL)-2, 3 AND 5, HYDERABAD
6	AP & TELANGANA	PAR MANAGER	B ANITHA	ITO	8985970716	PR. CIT(VU)-1, HYDERABAD
7	AP & TELANGANA	PAR MANAGER	BHAVANI	ITO	8985970848	CIT(TDS), VIJAYAWADA
8	AP & TELANGANA	PAR MANAGER	BINA NETI	ITO	8985970814	PR. CIT(AU)-1, HYDERABAD
9	AP & TELANGANA	PAR MANAGER	BRAHMAJI KOTA	ITO	8985970656	PR. CIT-1, HYDERABAD CIT(APPEAL)-1 AND 6 HYDERABAD
10	AP & TELANGANA	PAR MANAGER	C MANISH	DCIT	9969237200	CCIT, HYDERABAD
11	AP & TELANGANA	PAR MANAGER	CHANDRA SEKHAR PRADHAN	ITO	8985970719	PR. CIT(AU)-1, VISAKHAPATNAM
12	AP & TELANGANA	PAR MANAGER	DURGA PRASAD DASH	ITO	8985972385	CCIT, VISAKHAPATNAM
13	AP & TELANGANA	PAR MANAGER	G KODANDA RAMA REDDY	DCIT	8985970250	PR. CIT(CENTRAL), HYDERABAD CIT(APPEALS)-11 AND 12, HYDERABAD
14	AP & TELANGANA	PAR MANAGER	J. VENKATESWARA RAO	ITO	9849329503	PR. CIT(AU)-3, HYDERABAD
15	AP & TELANGANA	PAR MANAGER	JYOTSNA MUTTABATTULA	ITO	8985970825	PR. CIT(AU)-2, HYDERABAD
16	AP & TELANGANA	PAR MANAGER	KONDAIAH MUNAGALA	ITO	8985970793	PR. CIT(VU)-1, GUNTUR
17	AP & TELANGANA	PAR MANAGER	M RAJA REDDY	DCIT	8985970205	CIT(EXEMPTIONS), HYDERABAD CIT(APPEALS)-9, HYDERABAD
18	AP & TELANGANA	PAR MANAGER	P RAMU	ITO	8985971976	PR. CIT(CENTRAL), VISAKHAPATNAM CIT(APPEALS)-3, VISAKHAPATNAM

19	AP & TELANGANA	PAR MANAGER	NAGANANDINI M RAO	ITO	8985970636	CIT(IT&TP), HYDERABAD CIT(APPEALS)-10, HYDERABAD
20	AP & TELANGANA	PAR MANAGER	NANDA KUMAR GUNTUR	ITO	8985970556	DIT(I&CI), HYDERABAD
21	AP & TELANGANA	PAR MANAGER	P.K. KRISHNA MOHAN	ITO	8985970516	CIT(JUDL), HYDERABAD
22	AP & TELANGANA	PAR MANAGER	PRABIR KUMAR PAUL	ITO	8985970823	PR. CIT-1, VISAKHAPATNAM CIT(APPEAL)-1 AND 2, VISAKHAPATNAM CIT(APPEAL), RAJAHMUNDRI
23	AP & TELANGANA	PAR MANAGER	R V RAVISANKAR	ITO	8985970777	CCIT, VIJAYAWADA
24	AP & TELANGANA	PAR MANAGER	RAKESH KUMAR	ACIT	9969234542	PR. DIT(INV.), HYDERABAD
25	AP & TELANGANA	PAR MANAGER	RAMA KRISHNA GADDAMANUGU	ITO	8985971028	CIT(DR)(ITAT)-1, HYDERABAD
26	AP & TELANGANA	PAR MANAGER	RAMA KRISHNA S S	ITO	8985970502	PR. CIT, TIRUPATI CIT(APPEAL)-1, TIRUPATI CIT(APPEAL)-1 KURNOOL
27	AP & TELANGANA	PAR MANAGER	RAMASUBRAMAN IAN NARAYANAN IYER	DCIT	8985970106	DGIT(INV.), HYDERABAD
28	AP & TELANGANA	PAR MANAGER	SHASHIBHUSHAN KUMAR	ITO	8985970801	PR. CIT(AU)-4, HYDERABAD
29	AP & TELANGANA	PAR MANAGER	SIVA RAM PRASAD T	ITO	8985972388	PR. CIT-4, HYDERABAD CIT(APPEAL)-4 AND 7 HYDERABAD
30	AP & TELANGANA	PAR MANAGER	SRINIVAS MUNNANGI	ITO	8985970988	CIT(TDS), HYDERABAD CIT(APPEAL)-8, HYDERABAD
31	AP & TELANGANA	PAR MANAGER	SVSS NAGESWARA RAO	ITO	8985970870	PR. CIT, VIJAYAWADA CIT(APPEAL)-1, VIJAYAWADA CIT(APPEAL)-1 AND 2, GUNTUR
32	AP & TELANGANA	PAR MANAGER	V SHOBHA RANI	ITO	8985970607	PR. CIT(RU)-1, HYDERABAD
33	AP & TELANGANA	PAR MANAGER	VIJAYABHARATI D	ITO	8985970704	CIT(DR)(ITAT), VISAKHAPATNAM
34	BIHAR & JHARKHAND	PRIMARY CUSTODIAN	SAURABH UPADHYAY	ADIT	9013851478	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
35	BIHAR & JHARKHAND	PRIMARY CUSTODIAN	AVLOKITA ASHOK	DCIT	8377895732	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON-GZTD.) & GROUP-C OFFICERS
36	BIHAR & JHARKHAND	PAR MANAGER	AJAY KUMAR	ITO	8986911242	PCIT(AU)-1, PATNA
37	BIHAR & JHARKHAND	PAR MANAGER	ANISH CHANDRA SATYA	ITO	8986911244	PCIT(CENTRAL), PATNA

38	BIHAR & JHARKHAND	PAR MANAGER	ARUN KUMAR	ITO	8986911763	CIT(ITAT)(DR), PATNA
39	BIHAR & JHARKHAND	PAR MANAGER	ASHOK KUMAR	ITO	8986912006	PCIT, DHANBAD
40	BIHAR & JHARKHAND	PAR MANAGER	ASIM TOPPO	ITO	8986911439	PCIT, RANCHI
41	BIHAR & JHARKHAND	PAR MANAGER	BAIDYANATH PRASAD	ITO	8986911140	CCIT, RANCHI
42	BIHAR & JHARKHAND	PAR MANAGER	BRAHMDEO KUMAR	ITO	8986911919	PCIT(AU)-1, BHAGALPUR
43	BIHAR & JHARKHAND	PAR MANAGER	DEVASHISH KUMAR BHARTI	ITO	8986912012	CIT(AUDIT), PATNA
44	BIHAR & JHARKHAND	PAR MANAGER	KUMAR BIJENDRA	ITO	8986911182	PCIT(VU)-1, MUZAFFARPUR
45	BIHAR & JHARKHAND	PAR MANAGER	KUMAR BRAJESH SINGH	ADIT	8986911322	PDIT(INV.), PATNA
46	BIHAR & JHARKHAND	PAR MANAGER	NAYAN MONDAL	ITO	8986911856	PCIT(RU)-1, JAMSHEDPUR
47	BIHAR & JHARKHAND	PAR MANAGER	PANKAJ KUMAR JHA	ITO	8986912120	CIT(EXEMPTION), PATNA
48	BIHAR & JHARKHAND	PAR MANAGER	RAJESH KUMAR JHA	ITO	8986912227	CIT, TDS, PATNA
49	BIHAR & JHARKHAND	PAR MANAGER	SANJAY KUMAR SINHA	ITO	8986911738	PCIT-1, PATNA
50	BIHAR & JHARKHAND	PAR MANAGER	SASHI BHUSHAN PRASAD	ITO	8986912001	PCIT(AU)-1, HAZARIBAGH
51	BIHAR & JHARKHAND	PAR MANAGER	SUDIPTA AICH	DDIT	8902195700	DGIT(INV.), PATNA
52	BIHAR & JHARKHAND	PAR MANAGER	SURAJ KUMAR	ITO	8986912024	DIT(I&CI), PATNA
53	BIHAR & JHARKHAND	PAR MANAGER	SURAJ KUMAR	ITO	7991152440	PCCIT(B&J), PATNA AND ALL REMAINING OFFICES UNDER B&J REGION WHERE THERE IS NO PAR MANAGERS
54	DELHI	PRIMARY CUSTODIAN	SAURABH GOYAL	JCIT	8860555345	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
55	DELHI	PRIMARY CUSTODIAN	KUMARAN RAJAMOHAN DEEPA	JCIT	9445953273	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON-GZTD.) & GROUP-C OFFICERS
56	DELHI	PAR MANAGER	ABHA ARORA	ITO	8368565400	PCIT(RU)-2
57	DELHI	PAR MANAGER	AKASH BARNWAL	JDIT	9315009104	DGIT(SYSTEMS)
58	DELHI	PAR MANAGER	AMARJIT KAUR OBEROI	ITO	9013852777	CCIT-8 CIT(A) Unit 22 to 31 JCIT(A) - 5 to 8
59	DELHI	PAR MANAGER	AMIT	ITO	9560798805	PCIT (VU)-2

60	DELHI	PAR MANAGER	ANITA RAWAT	ITO	9013851452	PCIT(RU)-1
61	DELHI	PAR MANAGER	AVISEK BARUA	ADIT	8902198336	ADG (EXPENDITURE BUDGET)
62	DELHI	PAR MANAGER	PINKAI CHOUDHURI	ACIT	8902199552	DGIT(I&CI) DIT(I&CI)-1 DIT(I&CI)-2
63	DELHI	PAR MANAGER	ASHAR AHMAD	DCIT	9999563948	PR. CCIT(EXEMP.) CIT(EXEMP.)
64	DELHI	PAR MANAGER	ASHOK KUMAR MANN	ITO	9999567466	PCIT(AU)-9
65	DELHI	PAR MANAGER	BIJENDER KUMAR	ITO	9810825425	PCIT (VU)-3
66	DELHI	PAR MANAGER	DEEPA ARORA	AADI T	9013853858	DIT (O&MS)
67	DELHI	PAR MANAGER	MANJEET KAUR	ACIT	9013851626	PR. CCIT NaFaC PCIT(NaFaC)- 1 TO 3
68	DELHI	PAR MANAGER	DEEPAK KUMAR	ITO	9013851098	PCIT (VU)-4
69	DELHI	PAR MANAGER	DEVENDER SINGH	ITO	9667133683	CCIT-2 PCIT-7 CIT(JUDICIAL)
70	DELHI	PAR MANAGER	DEVINDER KUMAR	AADI T	9013850999	PR. DG (TRAINING)
71	DELHI	PAR MANAGER	DHIRAJ NEGI	ITO	9013851122	HQRS PERS(NG)
72	DELHI	PAR MANAGER	HAMENT GOYAL	ITO	9968300406	PCIT(AU)-1
73	DELHI	PAR MANAGER	HITESH KAUSHIK	ITO	8800287627	PR. CCIT NFAC
74	DELHI	PAR MANAGER	PRADEEP KUMAR	ITO	9810208627	PCIT-15 CIT(DR) ITAT -1 TO 9
75	DELHI	PAR MANAGER	KULDEEP SINGH BISHT	ITO	9910505919	PCIT (VU)-1
76	DELHI	PAR MANAGER	MRITUNJAY KUMAR SINGH	ITO	9013850840	PDIT(INV.)-1
77	DELHI	PAR MANAGER	MS. MUNESH KHARI	ITO	9013852244	CCIT-3
78	DELHI	PAR MANAGER	NAVNEET KUMAR	ITO	9013851231	PDIT(INV.)-2
79	DELHI	PAR MANAGER	P M K KASTURI	ITO	9958271542	CCIT-1 PCIT-1 PCIT-10
80	DELHI	PAR MANAGER	PREM PRAKASH MEHRA	ITO	9810911660	PR. DGIT(HRD)
81	DELHI	PAR MANAGER	PRATIBH VIJAY SIROWA	ACIT	7042538137	PR. CCIT(INTL. TAX) CIT(IT)-1,2&3 CIT(TP)- 1 TO 3 CIT(A)- 42,43 & 44 DRP- 1,2 & 3 CIT(DR) BAR- 1& 2 PR. CIT(APA)- 1 & 2

82	DELHI	PAR MANAGER	RAJESH KHURANA	ITO	9013853533	CCIT-7 CIT(A)- Unit 12 to 21 JCIT(A) -1 to 4
83	DELHI	PAR MANAGER	RAKESH KUMAR JAIN	ITO	9013852568	DGIT(VIGILANCE)
84	DELHI	PAR MANAGER	RAKESH RAWAT	ITO	8076360374	PR. DGIT(ADMN. & TPS) PR. ADG (TPS-1) ADG(TPS-2)
85	DELHI	PAR MANAGER	RAMESH KUMAR TANWAR	ITO	9213249904	PCIT(AU)-10
86	DELHI	PAR MANAGER	RAJIV RANJAN SRIVASTAVA	ITO	9911107160	PCIT(AU)-6
87	DELHI	PAR MANAGER	SACHIN GOYAL	ITO	9810789546	CCIT(CENTRAL)-2 PCIT(CENTRAL)-3 CIT(A)- 29 TO 31
88	DELHI	PAR MANAGER	SANDEEP	ITO	9013852432	PCIT(AU)-2
89	DELHI	PAR MANAGER	SANJAY SABHARWAL	ITO	9013853742	CCIT-9 CIT(A)- UNIT 01 TO 11 JCIT(A)- 9 TO 12
90	DELHI	PAR MANAGER	SARAVJEET KAUR	ITO	9910670119	ADG(PR, P&P)
91	DELHI	PAR MANAGER	SHELLY JAIN	ITO	8076219523	CCIT-4 PCIT-4 PCIT-20
92	DELHI	PAR MANAGER	SHIV NEHARIKA SINGH	DCIT	9247979408	DGIT(INV.)
93	DELHI	PAR MANAGER	SOVINDER JEET SINGH	ITO	9911551464	PCIT-12
94	DELHI	PAR MANAGER	SURENDRA KUMARI	ITO	9013851364	PCIT(AU)-3
95	DELHI	PAR MANAGER	UMA SHANKAR	ITO	9899246680	PCIT(AU)-4
96	DELHI	PAR MANAGER	UPENDER KUMAR DASS (U.K. DASS)	ITO	9013853537	PCIT(AU)-8
97	DELHI	PAR MANAGER	ANANND SINGH RAWAT	ITO	9811624614	PCIT(AU)-7
98	DELHI	PAR MANAGER	VANDANA AJAY SHARMA	ITO	9811537273	PCIT(AU)-5
99	DELHI	PAR MANAGER	VIKASH KUMAR MAHTO	ITO	8700529418	CCIT(CENTRAL) CIT(A)-23 TO 28 PCIT(CENTRAL)-1 PCIT(CENTRAL)-2
100	DELHI	PAR MANAGER	VIKRAM SINGH MEENA	ITO	9461202888	CCIT TDS CIT(TDS)-1 CIT(TDS)-2
101	DELHI	PAR MANAGER	TRIDIB KUMAR MUNSI	DDIT	9831833099	DGIT (L&R), DELHI
102	GUJARAT	PRIMARY CUSTODIAN	ASHISH LAL	DCIT	9654228703	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS

103	GUJARAT	PRIMARY CUSTODIAN	ARIHANT SINGHI	DCIT	9425295282	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON-GZTD.) & GROUP-C OFFICERS
104	GUJARAT	PAR MANAGER	ADARSH TIWARI	DDIT	8726977124	PDIT(INV.), AHMEDABAD
105	GUJARAT	PAR MANAGER	ASHOK KUMAR J HIRAPARA	DCIT	9408791791	PR. CIT, JAMNAGAR
106	GUJARAT	PAR MANAGER	B A RATHOD	DCIT	9408792196	CIT(AUDIT)
107	GUJARAT	PAR MANAGER	B SUNIL KUMAR	ACIT	7588180041	DGIT(INVESTIGATION) PCIT(CENTRAL), AHMEDABAD
108	GUJARAT	PAR MANAGER	BATTILAL MEENA	DCIT	6377137285	PCIT(AU)-3, AHMEDABAD
109	GUJARAT	PAR MANAGER	DEEPAK PAREEK	DCIT	9408790789	PCIT(AU)-2, AHMEDABAD
110	GUJARAT	PAR MANAGER	DEVENKUMAR KESHWALA	DDIT	9825449858	PDIT(INV.), SURAT
111	GUJARAT	PAR MANAGER	DEWANGI MARTHAK	DCIT	9408790950	PCIT(VU)-1, SURAT
112	GUJARAT	PAR MANAGER	DHANARAM MEENA	DCIT	9408790770	CCIT(TDS), AHMEDABAD CIT(TDS), AHMEDABAD CIT(TDS), VADODRA
113	GUJARAT	PAR MANAGER	GAGAN AGRAWAL	DCIT	9408790710	PCIT-1, SURAT
114	GUJARAT	PAR MANAGER	HARI MOHAN MEENA	DCIT	9408791311	CIT(IT&TP)
115	GUJARAT	PAR MANAGER	HARISH CHANDER MITTAL	DCIT	9408791200	CCIT-2, AHMEDABAD PCIT(AU)-1, AHMEDABAD
116	GUJARAT	PAR MANAGER	LINESH NARENDRA PATHAK	DCIT	9969236363	PCIT(VU)-1, AHMEDABAD
117	GUJARAT	PAR MANAGER	NAVIN KISHORE SINHA	DCIT	9408791344	PR. CIT-1, VADODARA
118	GUJARAT	PAR MANAGER	NILESH BABURAO TALKAR	DCIT	9969236279	PDIT(CENTRAL), SURAT
119	GUJARAT	PAR MANAGER	PRAVIN B KUHIKAR	DCIT	9820567740	PCIT(AU)-1, SURAT
120	GUJARAT	PAR MANAGER	RADHIKA S. NAIR	DCIT	9969233858	CCIT-1, AHMEDABAD PR. CIT-1, AHMEDABAD
121	GUJARAT	PAR MANAGER	RAJENDRA RAJ	DCIT	8840447510	PR. CCIT CIT (ADMN & TPS) ALL CIT (APPEAL UNITS)
122	GUJARAT	PAR MANAGER	RAJU D THAKUR	DCIT	9969233510	PCIT(Ru)-1, VADODARA
123	GUJARAT	PAR MANAGER	RAKESH KUMAR SINGH	DCIT	9137455951	PCIT(AU)-1, RAJKOT
124	GUJARAT	PAR MANAGER	ROHINI VINCENT	DCIT	9408792177	CIT(JUDICIAL) ALL CIT(DR)(ITAT)
125	GUJARAT	PAR MANAGER	ROHIT NAGAR	DCIT	9408792144	CIT(EXEMPTION)

126	GUJARAT	PAR MANAGER	S K DHOKE	DCIT	9131860399	PCIT(RU)-1, AHMEDABAD PCIT(AU)-5, AHMEDABAD
127	GUJARAT	PAR MANAGER	SAMAR MACWAN	AD/D D	9825082691	ADG(NADT,RC)
128	GUJARAT	PAR MANAGER	SANTOSH JAGANNATH SHINDE (OM)	ACIT	9833756171	PCIT(AU)-1, GANDHINAGAR
129	GUJARAT	PAR MANAGER	SHAILENDRA JAYPRAKASH LODHA	DCIT	9408793200	DIT(I&CI)
130	GUJARAT	PAR MANAGER	PRAVIN ANANT VETAL	DCIT	9969234715	CCIT, RAJKOT PCIT-1, RAJKOT
131	GUJARAT	PAR MANAGER	SURESH PANDURANG TAYADE	DCIT	8591256798	CCIT, SURAT PR. CIT, VALSAD
132	GUJARAT	PAR MANAGER	VARUGHESE PHILIP	DCIT	9408793782	CCIT, VADODARA PCIT(AU)-1, VADODARA
133	GUJARAT	PAR MANAGER	VIKAS PRAJAPATI	DCIT	9911957289	PR. CIT-3, AHMEDABAD
134	GUJARAT	PAR MANAGER	VIKASH KUMAR	DCIT	9969236409	PCIT(AU)-4, AHMEDABAD
135	KARNATAKA & GOA	PRIMARY CUSTODIAN	ANAND RATKAL	DCIT	9945141601	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
136	KARNATAKA & GOA	PRIMARY CUSTODIAN	VISHNU M	DCIT	9655807178	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
137	KARNATAKA & GOA	PAR MANAGER	AMRUTH HV	ADIT	9310319127	DIT(I&CI), BENGALURU
138	KARNATAKA & GOA	PAR MANAGER	ANIL KUMAR GANGARAM CHATARMAL	ACIT	9869558300	PR. CIT(AU)-3, BENGALURU
139	KARNATAKA & GOA	PAR MANAGER	ANUBHAV BHARADWAJ	DCIT	9818342122	CIT(APA), BENGALURU DRP BENGALURU-1,2,3
140	KARNATAKA & GOA	PAR MANAGER	ASHA KIRAN TS	ACIT	9449667250	CCIT(INTL. TAXN.), BENGALURU(HQ) CIT(INTL. TAXN.), BENGALURU CIT(APPEALS)-12, BENGALURU
141	KARNATAKA & GOA	PAR MANAGER	BHARATH R	DCIT	8826974403	PR. CIT(CENTRAL), BENGALURU
142	KARNATAKA & GOA	PAR MANAGER	CHRISTIAN CHARLES J	DCIT	9449749262	CIT(AUDIT), BENGALURU
143	KARNATAKA & GOA	PAR MANAGER	DHARMARAJ B KHODE	DCIT	8762259700	PR. CIT, HUBBALLI
144	KARNATAKA & GOA	PAR MANAGER	GEETA KRISHNAN	ACIT	7822817261	PR. CIT, PANAJI ITAT, PANAJI

145	KARNATAKA & GOA	PAR MANAGER	GOKILA DEVI V	DDIT	9894797129	DIT(CPC), BENGALURU DGIT(SYSTEMS), BENGALURU
146	KARNATAKA & GOA	PAR MANAGER	ILLA SRINIVAS	ACIT	8985970317	PR. CIT(AU)-1, BENGALURU
147	KARNATAKA & GOA	PAR MANAGER	ISH GUPTA	DCIT	9582895468	CIT(TDS), PANAJI
148	KARNATAKA & GOA	PAR MANAGER	JAYLATHA K	ACIT	9445960106	CCIT-1, BENGALURU(HQ) DVO, BENGALURU
149	KARNATAKA & GOA	PAR MANAGER	KUMAR D	DCIT	9443140967	PR. CIT-3, BENGALURU
150	KARNATAKA & GOA	PAR MANAGER	LAKKAPPA UDDAPPA HANAMANNAVAR	DCIT	8762302285	CIT(EXEMPTIONS) BENGALURU
151	KARNATAKA & GOA	PAR MANAGER	MUNIKOTI RAVITEJA	DCIT	9849534074	CCIT, PANAJI PR. CIT(CENTRAL), PANAJI CIT(APPEALS)-1, PANAJI CIT(APPEALS)-1, KALABURAGI CIT(APPEALS)-1, MUSORE CIT(APPEALS)-1, BELAGAVI CIT(APPEALS)-1, HUBBALLI CIT(APPEALS)-1, MANGALORE CIT(APPEALS)-1 AND 2, PANAJI
152	KARNATAKA & GOA	PAR MANAGER	NABEEL AHMAD SAAD	DCIT	9560840881	PR. CCIT, BENGALURU CIT(ADMN & TPS), BENGALURU ITAT, BENGALURU CIT(JUDICIAL), BENGALURU OFFICERS ON DEPUTATION OFFICERS ON STUDY LEAVE/EOL OFFICERS UNDER SUSPENSION
153	KARNATAKA & GOA	PAR MANAGER	NAVEEN KUMAR	DDIT	9486785419	PDIT(INV.), PANAJI
154	KARNATAKA & GOA	PAR MANAGER	NITHAN RAJ T N	DCIT	9555736130	CIT(TP)-1, BENGALURU CIT(TP)-2, BENGALURU
155	KARNATAKA & GOA	PAR MANAGER	PREM KAMEL SP	ACIT	9445960108	PR. CIT(AU)-2, BENGALURU
156	KARNATAKA & GOA	PAR MANAGER	RANGNATHAN R	ACIT	8762301094	PR. CIT(VU)-1, BENGALURU PR. CIT(VU)-1, MANGALURU PR. CIT(RU)-1, BENGALURU PR. CIT(RU)-1, HUBBALLI

157	KARNATAKA & GOA	PAR MANAGER	SHAMALA M	ACIT	9880824921	CCIT, BENGALUTU-2(HQ) CIT(APPEALS)-1 TO 11, BENGALURU
158	KARNATAKA & GOA	PAR MANAGER	SRINIVASULU C	ACIT	8762300677	PR. CIT-2, BENGALURU
159	KARNATAKA & GOA	PAR MANAGER	SUBRAMANYAM MVB	ACIT	8985970348	PR. CIT-1, BENGALURU
160	KARNATAKA & GOA	PAR MANAGER	SUNDARA RAGHAVAN S	DDIT	8762300100	DGIT(INV.), BENGALURU(HQ) PDIT(INV.), BENGALURU CIT(APPEALS)-11, BENGALURU CIT(APPEALS)-15, BENGALURU
161	KARNATAKA & GOA	PAR MANAGER	SURESH BABU K	DCIT	9403687395	CCIT(TDS), BENGALURU(HQ) CIT(TDS), BENGALURU
162	KARNATAKA & GOA	PAR MANAGER	SURESH G	DDIT	9448814737	NADT, RC/MSTU, BENGALURU
163	KARNATAKA & GOA	PAR MANAGER	VENKATESAN S	ACIT	9445960260	PR. CIT(AU)-1, MYSURU
164	KERALA	PRIMARY CUSTODIAN	SREETHU SS	DCIT	9400237558	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
165	KERALA	PRIMARY CUSTODIAN	SREETHU SS	DCIT	9400237558	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
166	KERALA	PAR MANAGER	AJITH PADMANABHAN	ITO	8547001140	PCIT-1, KOCHI (INCLUDING STAFF OF JCIT(APPEALS), KOCHI
167	KERALA	PAR MANAGER	AKSHAY TOPPO	ITO	9006750113	DIT (I & CI), KOCHI
168	KERALA	PAR MANAGER	AKSHAY VERMA	ITO	9746556449	ALTERNATE CUSTODIAN FOR ALL GROUP A & B (GAZETTED) OFFICERS IN KERALA REGION
169	KERALA	PAR MANAGER	ANILKUMAR AK	ITO	8547000286	PCIT,CENTRAL (INCLUDING STAFF OF CIT(APPEALS)-3, KOCHI
170	KERALA	PAR MANAGER	ANITHADEVI J	ITO	8547000116	PCIT,CENTRAL (INCLUDING STAFF OF CIT(APPEALS)-3, KOCHI
171	KERALA	PAR MANAGER	APARNESH ACHYUTANAND	ITO	8777486387	ALTERNATE CUSTODIAN FOR ALL GROUP A & B (GAZETTED) OFFICERS IN KERALA REGION
172	KERALA	PAR MANAGER	ARNOLD RENJIT V J	ITO	8547000840	CCIT, TVM & (INCLUDING STAFF OF CIT(APPEAL) UNIT, TVM AND JCIT (APPEALS) TVM)

173	KERALA	PAR MANAGER	ARUN PRASANTH N	ITO	8547001067	PCIT, KOZHIKODE (INCLUDING STAFF OF CIT(APPEALS),KOZHIKODE
174	KERALA	PAR MANAGER	BINDUMOL P S	ITO	8547000383	CIT (DR) KOCHI (INCLUDING STAFF OF CIT(APPEALS) UNIT-1 & 2, KOCHI
175	KERALA	PAR MANAGER	GIRIJA A	ITO	8547000461	CIT (TDS), KOCHI
176	KERALA	PAR MANAGER	GIRISH G	ITO	8547000174	PCIT(VU), KOCHI
177	KERALA	PAR MANAGER	GOPAKUMAR B	ITO	8547000874	CCIT, TVM & (INCLUDING STAFF OF CIT(APPEAL) UNIT, TVM AND JCIT (APPEALS) TVM)
178	KERALA	PAR MANAGER	JAISON FRANCIS	ITO	8547000369	UNDER CIT (AUDIT) KOCHI
179	KERALA	PAR MANAGER	JOHNY JOSEPH	ITO	8547001013	DGIT(INV), KERALA & PDIT(INV), KOCHI
180	KERALA	PAR MANAGER	KIRTIKUMAR KESHAORAOJI BAJIRAO KAR	ACIT	7588180526	PCIT-1, KOCHI (INCLUDING STAFF OF JCIT(APPEALS), KOCHI
181	KERALA	PAR MANAGER	M A PETER PRAKASH	ITO	8547000386	CIT (EXEMPTION), KOCHI
182	KERALA	PAR MANAGER	NAVEEN PRATIHAR	ITO	8547000393	DGIT(INV), KERALA & PDIT(INV), KOCHI
183	KERALA	PAR MANAGER	P SHAILJA MENON	ITO	8547000735	PCIT(AU), THRISSUR (INCLUDING STAFF OF CIT(APPEALS) UNIT, THRISSUR
184	KERALA	PAR MANAGER	P V RAJESH	ITO	8547001064	CIT (TDS), KOCHI
185	KERALA	PAR MANAGER	RAGHUNATH NV	ITO	8547000463	JCIT (INTERNATIONAL TAXATION), KOCHI (INCLUDING STAFF OF JCIT(TP), KOCHI
186	KERALA	PAR MANAGER	ROHIT KUMAR	ITO	8547000491	CIT (EXEMPTION), KOCHI
187	KERALA	PAR MANAGER	S SUBRAMANIAN	ITO	8547000572	PCIT(AU), KOTTAYAM (INCLUDING STAFF OF CIT(APPEAL)UNIT, KOTTAYAM
188	KERALA	PAR MANAGER	SANDES V	ITO	8547001135	PCIT, KOZHIKODE (INCLUDING STAFF OF CIT(APPEALS),KOZHIKODE
189	KERALA	PAR MANAGER	V V DINESH	PR AO	8547000283	ALTERNATE CUSTODIAN FOR ALL GROUP A & B (GAZETTED) OFFICERS IN KERALA REGION
190	MP & CHATTISGARH	PRIMARY CUSTODIAN	CHETAN SHARMA	DCIT	9928764949	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS

191	MP & CHATTISGARH	PRIMARY CUSTODIAN	ALKA MALIK	AO	9406717170	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
192	MP & CHATTISGARH	PAR MANAGER	ABHINAV KAKKAR	AO Gr-III	9425092657	CCIT, Indore
193	MP & CHATTISGARH	PAR MANAGER	Ajit Kumar Pillai	ITO	9406717172	CIT(Exemption), Bhopal
194	MP & CHATTISGARH	PAR MANAGER	Annie Roy	ITO	9406717030	PCIT-I, Bhopal
195	MP & CHATTISGARH	PAR MANAGER	ASHA SINGH	AO Gr-III	9406718291	PDIT(Inv.), Bhopal
196	MP & CHATTISGARH	PAR MANAGER	DEEPAK JHA	AO Gr-III	9406717506	PCIT, Gwalior
197	MP & CHATTISGARH	PAR MANAGER	Deepak Kumar	ITO	9406717571	PCIT(AU)-I, Bhopal
198	MP & CHATTISGARH	PAR MANAGER	DEVENDRA MISHRA	AO Gr-III	7587190218	PDIT(Inv.), Raipur
199	MP & CHATTISGARH	PAR MANAGER	ENTAN KUJUR	AO Gr-III	7587190371	CIT(Appeals), Bilaspur
200	MP & CHATTISGARH	PAR MANAGER	G. V. Srinivas Rao	ITO	7587190298	PCIT(AU)-1, Bilaspur
201	MP & CHATTISGARH	PAR MANAGER	GANESH SONUNE	AO Gr-II	9406717200	PCIT-1, Bhopal
202	MP & CHATTISGARH	PAR MANAGER	JESSY PIOUS	AO Gr-II	7587190246	PCIT(AU)-1, Raipur
203	MP & CHATTISGARH	PAR MANAGER	Jiten Sahoo	ITO	7587190155	CCIT, Raipur
204	MP & CHATTISGARH	PAR MANAGER	Mahesh Shukla	ITO	9406717654	PCIT(AU)-I, Jabalpur
205	MP & CHATTISGARH	PAR MANAGER	Manish Jain	ITO	9406717071	PCIT(Central), Bhopal
206	MP & CHATTISGARH	PAR MANAGER	MANISH NIGAM	AO Gr-II	9406717062	CIT(TDS), Bhopal
207	MP & CHATTISGARH	PAR MANAGER	MANSINGH MASRAM	AO Gr-II	9406718045	PCIT(AU)-1, Jabalpur
208	MP & CHATTISGARH	PAR MANAGER	NEERAJ KUMAR AGRAWAL	ITO	7587190157	CIT(Audit), BHOPAL
209	MP & CHATTISGARH	PAR MANAGER	Nitesh Tiwari	ITO	9406717374	PDIT(Inv), BHOPAL
210	MP & CHATTISGARH	PAR MANAGER	NITIN SHARMA	AO Gr-II	9406717015	Pr.ADG(NADT)(RC), Bhopal
211	MP & CHATTISGARH	PAR MANAGER	Pradeep Kumar Jain	ITO	9406717432	DIT(I&CI), Bhopal
212	MP & CHATTISGARH	PAR MANAGER	Praduman Kumar Mishra	ITO	9406717807	CCIT, Indore
213	MP & CHATTISGARH	PAR MANAGER	Pramod D. Meshram	ITO	9406717706	Pr. CIT (AU)-1, Raipur
214	MP & CHATTISGARH	PAR MANAGER	Prateek Shinde	ITO	9406717011	PCIT-I, Bhopal
215	MP & CHATTISGARH	PAR MANAGER	Prem Kumar	ITO	9406717189	PDIT(Inv), Raipur

216	MP & CHATTISGARH	PAR MANAGER	RAGHUNANDAN SHARMA	AO Gr-III	9406717764	PCIT(VU)-1, Indore
217	MP & CHATTISGARH	PAR MANAGER	Raghuveer Prasad	ITO	9406718257	CIT(Appeals), Ujjain
218	MP & CHATTISGARH	PAR MANAGER	Rahul Singh	ITO	9406717183	CIT(TDS), Bhopal
219	MP & CHATTISGARH	PAR MANAGER	RAJAGOPAL SWAMY	AO Gr-II	9406717001	PCIT(AU)-1, Bhopal
220	MP & CHATTISGARH	PAR MANAGER	RAJENDRA KUMAR SALI	AO Gr-III	9406717565	CIT(ITAT), Indore
221	MP & CHATTISGARH	PAR MANAGER	RAM CHANDRA BHURIYA	AO Gr-II	9406717748	PCIT-1, Indore
222	MP & CHATTISGARH	PAR MANAGER	RAM SINGH PARMAR	AO Gr-II	9406717153	DGIT(Inv.), Bhopal
223	MP & CHATTISGARH	PAR MANAGER	S. S. Murthy	ITO	9406717851	PCIT-I, Indore
224	MP & CHATTISGARH	PAR MANAGER	SANJAY KUMAR JOSHI	AO Gr-II	9406717577	PCIT(AU)-1, Jabalpur
225	MP & CHATTISGARH	PAR MANAGER	Satyendra Kumar	ITO	9406717276	DGIT(Inv), Bhopal
226	MP & CHATTISGARH	PAR MANAGER	SHASHANK PRABHAS BHARGAVE	AO Gr-III	9406718033	PCIT(RU)-1, Ujjain
227	MP & CHATTISGARH	PAR MANAGER	SHASHI YADU	AO Gr-III	9406717069	CIT(Exemption), Bhopal
228	MP & CHATTISGARH	PAR MANAGER	Suni A. Kumar	ITO	9406717585	PCIT-I, Jabalpur
229	MP & CHATTISGARH	PAR MANAGER	Suny Bhargav	ITO	9406717820	PCIT, Gwalior
230	MP & CHATTISGARH	PAR MANAGER	SURENDRA RAIKWAR	AO Gr-III	9406717065	PCIT(Central), Bhopal
231	MP & CHATTISGARH	PAR MANAGER	VIJAY KUMAR	AO Gr-III	9406718351	PCIT-1, Raipur
232	MP & CHATTISGARH	PAR MANAGER	VINOD KUMAR RAIKWAR	AO Gr-III	9406717436	DIT(I&CI), Bhopal
233	MUMBAI	PRIMARY CUSTODIAN	SATISH REDDY PINGILE	DDIT	9885303214	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
234	MUMBAI	PRIMARY CUSTODIAN	VISHAL VILAS SAKORE	DCIT	9969239369	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
235	MUMBAI	PAR MANAGER	ANAGHA AJAY KANJAWADEKAR	DCIT	9372974467	CCIT(IT& TP) WZ, MUMBAI
236	MUMBAI	PAR MANAGER	ARUN U. BENDE	DCIT	7588180385	CCIT-04, MUMBAI
237	MUMBAI	PAR MANAGER	BHAVYA I. V.	DCIT	8547011348	CCIT(TDS), MUMBAI
238	MUMBAI	PAR MANAGER	KUNDAN KUMAR	ITO	9323441031	CCIT-11, MUMBAI
239	MUMBAI	PAR MANAGER	MALPURE KALYANI RAJAN	JCIT	9822771440	CCIT-06, MUMBAI

240	MUMBAI	PAR MANAGER	MUKESH KUMAR	ITO	8355911558	CCIT-08, MUMBAI
241	MUMBAI	PAR MANAGER	P. K. VINOD KUMAR	DCIT	8850012581	CCIT(CENTRAL)-02, MUMBAI
242	MUMBAI	PAR MANAGER	PUNIT DAGA	DDIT	8587993142	DGIT, MUMBAI
243	MUMBAI	PAR MANAGER	RAJESH TULSIRAM PALI	DCIT	7588181547	CCIT-01, MUMBAI
244	MUMBAI	PAR MANAGER	RPRAKASH KUMAR PATHAK	DCIT	9969358298	CCIT-02, MUMBAI
245	MUMBAI	PAR MANAGER	SANDHYA KANDASWAMY ARIVOO	ACIT	9820468405	CCIT-10, MUMBAI
246	MUMBAI	PAR MANAGER	SANTOSH KUMAR	ITO	9969237404	CCIT-09, MUMBAI
247	MUMBAI	PAR MANAGER	SOBHA SHERLUCK	DCIT	9967368691	CCIT-05, MUMBAI
248	MUMBAI	PAR MANAGER	SUDHAKAR H. NIRBHAVANE	DCIT	9969236002	CCIT-03, MUMBAI
249	MUMBAI	PAR MANAGER	UDAY SHANKAR	DCIT	9969237474	CCIT(CENTRAL)-01, MUMBAI
250	MUMBAI	PAR MANAGER	VENKATESH LAKKA	ITO	9969235989	CCIT-07, MUMBAI
251	NADT	PRIMARY CUSTODIAN	LAINA BALAN	JCIT	8547001181	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
252	NADT	PRIMARY CUSTODIAN	LAINA BALAN	JCIT	8547001181	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
253	NADT	PAR MANAGER	ABHAY DEWARE	JDIT	8698513979	ADG(INDUCTION), NADT, NAGPUR
254	NADT	PAR MANAGER	PANKAJ DESHMUKH	DDIT	7588630104	ADG(P&R), NADT, NAGPUR
255	NADT	PAR MANAGER	SAI SANDEEP KUMAR	DDIT	9457285170	ADG(INDUCTION), NADT, NAGPUR
256	NADT	PAR MANAGER	SATHEESH V. MENON	JDIT	8547000518	ADG(ADMIN), NADT, NAGPUR
257	NAGPUR	PRIMARY CUSTODIAN	VIKAS CHANDRA	JCIT	7588630061	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
258	NAGPUR	PRIMARY CUSTODIAN	YASHWANT ABHIMANYU MUNDE	ACIT	9673407119	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
259	NAGPUR	PAR MANAGER	DHARMENDRA KUMAR JHA	ITO	7588630236	PR. CIT-1
260	NAGPUR	PAR MANAGER	AZHAR UL HAQUE	ITO	7588630152	PR. CIT-2
261	NAGPUR	PAR MANAGER	ANIL KUMAR MEENA	ITO	7588012514	PR. CIT-(VU)

262	NAGPUR	PAR MANAGER	AARTI J. VAKIL	ITO	7588630428	CIT(TDS)
263	NAGPUR	PAR MANAGER	GAJANAN S. WARHEKAR	ITO	7588630158	CIT (AUDIT & ITAT)
264	NAGPUR	PAR MANAGER	M. V. PANDE	ITO	7588578553	PR. CIT (CENTRAL)
265	NAGPUR	PAR MANAGER	J. S. RAUT	ITO	7588630357	PDIT (INV.)
266	NAGPUR	PAR MANAGER	BIRENDRA K CHOUDHARY	ITO	7588630344	DIT (I&CI)
267	NAGPUR	PAR MANAGER	BUDHI PRAKASH MEENA	ITO	9404952324	CIT(CO & TPS) CIT(AU)-1&2 CIT(A)-3 ADDL. CIT(A)-1&2 ADDL. CIT (EXEMP.) ITO (IT)
268	NER (GUWAHATI)	PRIMARY CUSTODIAN	SANJENBAM SADANANDA SINGH	DCIT	8788504899	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
269	NER (GUWAHATI)	PRIMARY CUSTODIAN	SANJENBAM SADANANDA SINGH	DCIT	8788504899	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
270	NER (GUWAHATI)	PAR MANAGER	AMIT MISTRY	ITO	9401991131	Pr. CIT(VU)-1, Jorhat & its Ranges, CIT(Appeals), Unit-1, Jorhat, MSTU, Jorhat.
271	NER (GUWAHATI)	PAR MANAGER	H.D. SIMTE	DCIT	9811338671	CCIT, Shillong, Pr. CIT, Shillong & its Ranges, CIT(Appeals), Unit-1, Shillong, ITO(Exemption), Shillong
272	NER (GUWAHATI)	PAR MANAGER	MAYUR KUMAR MORE	DDIT	9971034739	Pr. DIT(Inv), NER, Guwahati (including B.P.U and F.A.I.U) and Pr. CIT, Central, Guwhati & its Ranges, CIT(Appeals), Central, Guwhati.
273	NER (GUWAHATI)	PAR MANAGER	NIRMAL KUMAR	ITO	9401991845	Pr. CIT, Guwahati & its Ranges, CIT(DR), Guwahati, Sr. AR, ITAT, ITO(Exemption), Guwahati.
274	NER (GUWAHATI)	PAR MANAGER	NEPRAM MONIKA	ITO	9401991879	CIT(AUDIT), GUWAHATI CIT(APPEALS)-1 & 2, GUWAHATI
275	NER (GUWAHATI)	PAR MANAGER	SHASHI SHANKAR	ITO	9401991689	CIT(TDS), NER, Guwahati & its Ranges.
276	NER (GUWAHATI)	PAR MANAGER	SUMIT SHARMA	ITO	9401991883	DIT(I&CI), Guwahati.

277	NER (GUWAHATI)	PAR MANAGER	TAPAN DEKA	DCIT	7002597301	Pr. CIT(AU)-1, Dibrugarh & its Ranges, CIT(Appeals), Unit-1, Dibrugarh.
278	NWR (CHANDGARH)	PRIMARY CUSTODIAN	GAURAV GUPTA	DCIT	8826650995	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
279	NWR (CHANDGARH)	PRIMARY CUSTODIAN	GAURAV GUPTA	DCIT	8826650995	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
280	NWR (CHANDGARH)	PAR MANAGER	ADITYA PRAKASH BHARDWAJ	DCIT	7088882222	CCIT, AMRITSAR
281	NWR (CHANDGARH)	PAR MANAGER	DANISH AGASTAM	DDIT	8408080401	DGIT, INV., CHANDIGARH
282	NWR (CHANDGARH)	PAR MANAGER	GAURAV GUPTA	DCIT	8826650995	CCIT, CHANDIGARH
283	NWR (CHANDGARH)	PAR MANAGER	SANJAY VERMA	ITO	9459700687	CCIT, SHIMLA
284	NWR (CHANDGARH)	PAR MANAGER	VANEET SYAL	ITO	9530704994	CCIT, LUDHIANA
285	NWR (CHANDGARH)	PAR MANAGER	VIKAS KUMAR KHICHAR	DCIT	8750146021	CCIT, PANCHKULA
286	ORISSA	PRIMARY CUSTODIAN	SREEVISAKH R K	ITO	8129474347	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
287	ORISSA	PRIMARY CUSTODIAN	SREEVISAKH R K	ITO	8129474347	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
288	ORISSA	PAR MANAGER	AMIYA KUMAR MOHANTA	ITO	9438917340	PDIT (Inv.), Bhubaneswar.
289	ORISSA	PAR MANAGER	BHAGABAN HANSDA	AO	9438917239	CIT(A)-1, Bhubaneswar, JCIT (Exemptions), Bhubaneswar
290	ORISSA	PAR MANAGER	DEBADATTA PARIJA	DCIT	9438917469	O/o the PCIT-1, Bhubaneswar
291	ORISSA	PAR MANAGER	JAYANTA KUMAR SATAPATHY	ITO	9438917048	Pr.CIT, Sambalpur & CIT (A), Sambalpur
292	ORISSA	PAR MANAGER	KSHITISH KUMAR MOHANTY	ITO	9438917565	Pr.CIT (VU)-1, Cuttack & CIT (A), Cuttack
293	ORISSA	PAR MANAGER	NIRMAL KUMAR TRIPATHY	ITO	9438917235	CIT(TDS), Bhubaneswar, CIT(Audit & ITAT), Bhubaneswar, DIT(I&CI), Bhubaneswar
294	ORISSA	PAR MANAGER	PRAHALLAD MAHANTA	AO	9438917035	O/o Pr.CCIT, Bhubaneswar
295	ORISSA	PAR MANAGER	PRASANTA KUMAR PANDA	ITO	9438917419	PCIT(AU)-1,Bhubaneswar
296	ORISSA	PAR MANAGER	RAMESH CHANDRA SAHU	AO	9438917521	CIT(A)-2, Bhubaneswar, ACIT (International Taxation), Bhubaneswar

297	PUNE	PRIMARY CUSTODIAN	KIRAN ARUN SHINDE	DCIT	7588542727	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
298	PUNE	PRIMARY CUSTODIAN	SHIVSHANKAR THANU NAIR	ITO	7588180078	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON-GZTD.) & GROUP-C OFFICERS
299	PUNE	PAR MANAGER	KANWALJIT SINGH	ITO	9820367699	CCIT, THANE
300	PUNE	PAR MANAGER	ROHIT RAJ	ITO	7588182280	CCIT, PUNE
301	PUNE	PAR MANAGER	RUPESH JANARDHANRAO SHEVALE	DDIT	8793166608	DGIT(INV.), PUNE
302	PUNE	PAR MANAGER	VENKATA KAMIREDDY	ITO	7588181662	CCIT, NASHIK
303	RAJASTHAN	PRIMARY CUSTODIAN	YASHODHAR PAREEK	DCIT	9643419625	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
304	RAJASTHAN	PRIMARY CUSTODIAN	YASHODHAR PAREEK	DCIT	9643419625	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON-GZTD.) & GROUP-C OFFICERS
305	RAJASTHAN	PAR MANAGER	AJAY KUMAR JAIN	ITO	9530400595	PR. CIT(RU), KOTA
306	RAJASTHAN	PAR MANAGER	CHANDRA PRAKASH SHARMA	DCIT	9530400111	DGIT(INV.), RAJASTHAN, JAIPUR CIT(A)-4,5, JAIPUR CIT(A)-2, UDAIPUR
307	RAJASTHAN	PAR MANAGER	DEVENDRA KUMAR KHINCHI	ITO	9530401468	PR. CIT(VU), JODHPUR
308	RAJASTHAN	PAR MANAGER	HARDAYAL SINGH RATHORE	ITO	9530400529	PR. CIT-2, JAIPUR
309	RAJASTHAN	PAR MANAGER	JAI WADHWANEY	ITO	9530400208	PR. CIT(AU), JAIPUR
310	RAJASTHAN	PAR MANAGER	K.C. KANKANI	ITO	9530400643	CCIT(ReAC), JODHPUR ALL CIT(A) & JCIT(A), FACELESS UNITS, RAJASTHAN REGION
311	RAJASTHAN	PAR MANAGER	KAVITA MAHIPAL YADAV	DCIT	9530401090	PR. CIT(CENTRAL, JAIPUR)
312	RAJASTHAN	PAR MANAGER	MAHESH KULHARI	ITO	9530400742	PR. CIT(AU), BIKANER
313	RAJASTHAN	PAR MANAGER	PANKAJ DIXIT	ITO	9530400300	CIT(TDS), JAIPUR
314	RAJASTHAN	PAR MANAGER	RAJENDRA KUMAR AGARWAL	DCIT	9530400368	PR. CIT (AUDIT)
315	RAJASTHAN	PAR MANAGER	RAKESH KUMAR SHARMA	ITO	9530400091	PR. CIT-1, JAIPUR
316	RAJASTHAN	PAR MANAGER	RAM KUMAR GUPTA	ITO	9530400481	PR. CIT(AU), ALWAR

317	RAJASTHAN	PAR MANAGER	RAMKESH MEENA	ITO	9530400684	DIT(I&CI), JAIPUR
318	RAJASTHAN	PAR MANAGER	RAMKISHORE	ITO	9530400646	PR. CIT-1, JODHPUR ITAT, JODHPUR
319	RAJASTHAN	PAR MANAGER	S. N. SHARMA	ITO	9530400677	PDIT(INV.), JAPIUR
320	RAJASTHAN	PAR MANAGER	SHYAM SUNDER TODWAL	ITO	9530400613	CIT(EXEMPTION)
321	RAJASTHAN	PAR MANAGER	SUA LAL MEENA	ITO	9530401213	PR. CIT, UDAIPUR
322	RAJASTHAN	PAR MANAGER	SUBODH KUMAR JAIN	ITO	9530400653	PR. CIT(AU), AJMER
323	RAJASTHAN	PAR MANAGER	VINOD CHOUDHARY	DCIT	9969239707	CCIT, UDAIPUR
324	RAJASTHAN	PAR MANAGER	YASHODHAR PAREEK	DCIT	9643419625	PCIT,JAPIUR ITAT, JAIPUR DY. CIT/ACIT, INTERNATIONAL TAX., JAIPUR
325	TAMIL NADU	PRIMARY CUSTODIAN	VINOTH P	DCIT	9445467560	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
326	TAMIL NADU	PRIMARY CUSTODIAN	VINOTH P	DCIT	9445467560	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
327	TAMIL NADU	PAR MANAGER	AMIT KUMAR CHAURASIA	ITO	9445955052	Pr.CIT-1, Chennai, Corp. Range-1, Chennai and JAOs under this range, Non-Corp. Range -7, Chennai and JAOs under this range. Non-Corp. Range -22, Chennai and JAOs under this range
328	TAMIL NADU	PAR MANAGER	ANAND KUMAR	ITO	9445953773	CCIT- 4, Chennai, CIT (Appeals) Unit – 1 to 10, Chennai, JCIT (Appeals) - 4 and 5, Chennai
329	TAMIL NADU	PAR MANAGER	ARAVIND P S	JCIT	9445955155	CCIT(TDS), Chennai,
330	TAMIL NADU	PAR MANAGER	ARUNA S	ITO	9445954304	PR.CIT AU-2, Chennai, Addl.CIT/JCIT – AU -2(1), 2(2), 2(3) and 2(4), Chennai and FAOs under these Faceless Assessment Unit.

331	TAMIL NADU	PAR MANAGER	GANASEKAR S	ITO	9445955904	Pr. CIT-1, Madurai, Corp. Range, Madurai and JAOs under this range. Non-Corp. Range -1, Madurai and JAOs under this range. Non-Corp. Range -2, Madurai and JAOs under this range. Tirunelveli Range and JAOs under this range. Trichy Range and JAOs under this range Thanjavur Range and JAOs under this range
332	TAMIL NADU	PAR MANAGER	GYATHRI S	ACIT	8762301555	DIT(INV), Chennai, Addl. DIT (INV.) – Unit-1, 2, 3 and 4, Chennai
333	TAMIL NADU	PAR MANAGER	INDUMATHY B	ITO	9445953953	PR.CIT RU-2, Chennai, Addl.CIT/JCIT – RU -2(1), 2(2), and 2(3), Chennai and FAOs under these Faceless Assessment Unit.
334	TAMIL NADU	PAR MANAGER	KALA R	ITO	9445953460	PR.CIT AU-4, Chennai, Addl.CIT/JCIT – AU -4(1), 4(2), 4(3) and 4(4), Chennai and FAOs under these Faceless Assessment Unit.
335	TAMIL NADU	PAR MANAGER	KUMAR S	ITO	9445954612	PR.CIT AU-6, Chennai, Addl.CIT/JCIT – AU -6(1), 6(2), 6(3) and 6(4), Chennai and FAOs under these Faceless Assessment Unit.
336	TAMIL NADU	PAR MANAGER	LALITHA S	ITO	9445953904	PR.CIT RU-1, Chennai, Addl.CIT/JCIT – RU -1(1), 1(2), and 1(3), Chennai and FAOs under these Faceless Assessment Unit.
337	TAMIL NADU	PAR MANAGER	M RAMANATHAN	ITO	944595337	DIT(I&CI), Chennai Addl.CIT/JCIT (I & CI), Chennai and O/o ACIT/DCIT/ITOs (I & CI) under this range.

338	TAMIL NADU	PAR MANAGER	M VEERABHAGU	ITO	9445954870	Pr.CIT-3, Chennai, Corp. Range-3, Chennai and JAOs under this range, Non-Corp. Range -10, Chennai and JAOs under this range. Non-Corp. Range -19, Chennai and JAOs under this range. Puducherry Range and JAOs under this range. Cuddalore Range and JAOs under this range.
339	TAMIL NADU	PAR MANAGER	MAHENDRAN H	DCIT	9445960133	CIT(Exemption), Chennai, Addl.CIT/JCIT (Exemptions), Chennai and Addl.CIT/JCIT (Exemption), Coimbatore and O/o ACIT/DCIT/ITOs (Exemption) under these ranges.
340	TAMIL NADU	PAR MANAGER	MALATHI R	ITO	9445954351	CIT(Audit)-1 and Audit range-1/ Audit Circle-1/ ITOs-IAP under the o/o the CIT(Audit)-1,
341	TAMIL NADU	PAR MANAGER	MARY SEBASTINA	ITO	9445955337	PR.CIT(VU) -1, Coimbatore, Addl.CIT/JCIT – VU -1(1), 1(2), and 1(3), Coimbatore and FAOs under these Faceless Assessment Unit.
342	TAMIL NADU	PAR MANAGER	MATHI ANAND	ITO	9445954802	Pr. CIT-1, Coimbatore, Corp. Range -1, Coimbatore and JAOs under this range. Non-Corp. Range -1, Coimbatore and JAOs under this range. Non-Corp. Range -2, Coimbatore and JAOs under this range. Salem Range and JAOs under this range. Erode Range and JAOs under this range Tiruppur Range and JAOs under this range
343	TAMIL NADU	PAR MANAGER	MEER IRFAN ALI MD	ITO	9445955557	CCIT- Trichy, CIT (Appeals) Unit –1, 2 and 3, Coimbatore, CIT (Appeals) Unit –1, Trichy,

						JCIT (Appeals) -1 and 2, Coimbatore.
344	TAMIL NADU	PAR MANAGER	MUTHUKUMARAS WAMY P S	ITO	9445954924	Pr. CCIT, CHENNAI CIT(ADMN. & TPS), CHENNAI CIT(DR) IBS, CHENNAI CIT (APPEALS) UNIT- 16, CHANNAI
345	TAMIL NADU	PAR MANAGER	P. K. PRADEEP KUMAR	ITO	9445953518	PCIT(Central) - 1, Chennai, Addl.CIT/JCIT (Central) Range -1, and 3 Chennai
346	TAMIL NADU	PAR MANAGER	PARAMESWARI R	ITO	9445954677	NADT (RC), Chennai, MSTU – Chennai MSTU – Coimbatore MSTU – Trichy MSTU – Madurai
347	TAMIL NADU	PAR MANAGER	PRAKASH R	ITO	9445954424	CCIT- 3, Chennai, CIT (Appeals) Unit – 11 to 15, Chennai, CIT (Appeals) Unit –1, Puducherry, CIT (Appeals) Unit –1, Madurai, CIT (Appeals) Unit –1, Salem, JCIT (Appeals) -1, 2 and 3, Chennai and JCIT (Appeals), Madurai
348	TAMIL NADU	PAR MANAGER	R SIVAKUMARAN	ITO	9445960054	Addl. DIT (FAIU) – 1 and 2, Addl.DIT (Benami Prohibition) Unit, Chennai Addl. DIT (INV.) Unit- Coimbatore and Madurai
349	TAMIL NADU	PAR MANAGER	R. BALAJI VISWANATH	ITO	9445955755	PCIT(Central) - 2, Chennai, Addl.CIT/JCIT (Central) Range -2, Chennai, Central Range – Coimbatore and Central Range – Madurai.
350	TAMIL NADU	PAR MANAGER	RADHA KESAVAN V	ITO	9445955763	CIT(TDS), Chennai, TDS Range -1, 2, 3 and TDS Circles and TDS Wards under these TDS ranges.
351	TAMIL NADU	PAR MANAGER	RAJAN V	ITO	9445955356	CCIT- Coimbatore,
352	TAMIL NADU	PAR MANAGER	RAKESH KUMAR	ITO	9445960891	PR.CIT AU-1, Salem, Addl.CIT/JCIT – AU -1(1), 1(2), 1(3) and 1(4), Salem and FAOs under these Faceless Assessment Unit.

353	TAMIL NADU	PAR MANAGER	RAMA PRABHA THIRUMARAN	ITO	9445953537	Pr.CIT-8, Chennai, Non-Corp. Range -11, Chennai and JAOs under this range. Non-Corp. Range -17, Chennai and JAOs under this range. Non-Corp. Range -4, Chennai and JAOs under this range. Vellore Range and JAOs under this range.
354	TAMIL NADU	PAR MANAGER	RAMESH R	ITO	9445953454	PR.CIT AU-5, Chennai, Addl.CIT/JCIT – AU -5(1), 5(2), 5(3) and 5(4), Chennai and FAOs under these Faceless Assessment Unit.
355	TAMIL NADU	PAR MANAGER	RAMESH S P	ITO	9445953651	CIT(DR) – 1, 2, 3 and 4, (ITAT), Chennai, SR. AR – 1, 2, 3 and 4 (ITAT), Chennai
356	TAMIL NADU	PAR MANAGER	RAVINDRA KUMAR ARUN	ITO	9445954261	Pr.CIT-4, Chennai, Corp. Range-4, Chennai and JAOs under this range, LTU Range -1, Chennai and JAOs under this range. Non-Corp. Range -8, Chennai and JAOs under this range. Non-Corp. Range -3, Chennai and JAOs under this range.
357	TAMIL NADU	PAR MANAGER	RENUKA G	ITO	9445955303	PR.CIT AU-3, Chennai, Addl.CIT/JCIT – AU -3(1), 3(2), 3(3) and 3(4), Chennai and FAOs under these Faceless Assessment Unit.
358	TAMIL NADU	PAR MANAGER	SAMUEL NITIN STEPHEN	DCIT	9013850983	CCIT- Madurai
359	TAMIL NADU	PAR MANAGER	SANDHYA R V	ITO	9445955305	CIT(Judicial), Addl.CIT(Prosecution)/ ACIT/DCIT/ITO (Judicial/Prosecution)
360	TAMIL NADU	PAR MANAGER	SHEELA P J	ITO	9445953606	PR.CIT (TU) -1, Chennai, Addl.CIT/JCIT – TU -1(1), 1(2), and 1(3), Chennai and FAOs under these Faceless Assessment Unit.
361	TAMIL NADU	PAR MANAGER	SHEELA RAMACHANDRAN	ITO	9445953346	PR.CIT (VU) -1, Chennai, Addl.CIT/JCIT – VU -1(1), 1(2), and 1(3), Chennai

						and FAOs under these Faceless Assessment Unit.
362	TAMIL NADU	PAR MANAGER	SHIVAKUMAR R	ITO	9445953338	CIT(Intl. Taxn.), Chennai, Addl.CIT/JCIT (Intl. Taxn.) - 1, 2, Chennai and Addl.CIT/JCIT (Intl. Taxn.)Coimbatore and Circles/Wards under these ranges.
363	TAMIL NADU	PAR MANAGER	SHYAMALA S	ITO	9445955334	CIT(TDS), Coimbatore, TDS Range –Coimbatore and TDS Circles and TDS Wards under these TDS range. TDS Range –Madurai and TDS Circles and TDS Wards under these TDS range.
364	TAMIL NADU	PAR MANAGER	SUBRAMANIAN A K	ITO	9445953424	Pr. ADG (Vig.) (South), Chennai, Addl.CIT/JCIT (Vig.) (South), Unit-1, 2 and 3, Chennai and O/o ACIT/DCIT/ITO (Vig.)(S) Under this Unit.
365	TAMIL NADU	PAR MANAGER	SUDHA S. KAMESWARAN	ITO	9445955421	CIT(Audit)-2 and Audit range-2/ Audit Circle-2/ ITOs-IAP under o/o the CIT(Audit)-2
366	TAMIL NADU	PAR MANAGER	SHISHIR SINGH	ITO	9445953189	DGIT(INV), Chennai, CIT (Appeals) -18, 19 and 20, Chennai.
367	TAMIL NADU	PAR MANAGER	SWEETIE JAYASHREE S	ITO	9445953810	PR.CIT AU-1, Chennai, Addl.CIT/JCIT – AU -1(1), 1(2), 1(3) and 1(4), Chennai and FAOs under these Faceless Assessment Unit.
368	TAMIL NADU	PAR MANAGER	THANGAM R	ITO	9445955447	PR.CIT(VU) -1, Trichy, Addl.CIT/JCIT – VU -1(1), 1(2), and 1(3), Trichy and FAOs under these Faceless Assessment Unit.
369	TAMIL NADU	PAR MANAGER	V. SENTHIL PRABHU	JCIT	9445467535	Alternate custodian for TN & P region.
370	TAMIL NADU	PAR MANAGER	VEDANTHA DESIKAN K	ITO	9445954534	the CCIT-1, Chennai, Secretary (IBS), Chennai. DIT(INV) IBS VII, Chennai
371	TAMIL NADU	PAR MANAGER	VIJAYASHREE SHANKARAN	ITO	9445954974	CIT(TP), Chennai, Addl.CIT/JCIT (TP) -1, 2, and 3, Chennai and TPOs under these ranges.

372	UP(EAST)	PRIMARY CUSTODIAN	AMIT KUMAR SONKER	DCIT	8005445318	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
373	UP(EAST)	PRIMARY CUSTODIAN	Ratan Singh	ITO	8005445337	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON-GZTD.) & GROUP-C OFFICERS
374	UP(EAST)	PAR MANAGER	ABHIEHSK VERMA	ITO	8005447048	PCCIT, LUCKNOW CIT(ADMIN & TPS), LUCKNOW
375	UP(EAST)	PAR MANAGER	ARCHANA CHATURVEDI	ITO	9013853875	CIT(AUDIT), LUCKNOW CIT(A)-1 AND 2, LUCKNOW
376	UP(EAST)	PAR MANAGER	AROOP KUMAR MUKERJEE	ITO	8005445620	CCIT, ALLAHABAD PCIT, ALLAHABAD CIT(A), ALLAHABAD
377	UP(EAST)	PAR MANAGER	BRIJESH KUMAR RAI	ITO	8400684055	CIT(EXEMPTIONS), LUCKNOW DC/ACIT(IT&TP), LUCKNOW
378	UP(EAST)	PAR MANAGER	CHITRASEN SINGH	ITO	8005445446	DIT(I&CI), LUCKNOW CIT(DR)-1 AND 2. ITAT, LUCKNOW
379	UP(EAST)	PAR MANAGER	DURGESH MISHRA	ITO	8005447018	PCIT(AU)-1, FAIZABAD
380	UP(EAST)	PAR MANAGER	GARIMA	ITO	8005447042	CIT(TDS), LUCKNOW
381	UP(EAST)	PAR MANAGER	LALIT KUMAR	ITO	8005445974	CCIT, BAREILLY PCIT, BAREILLY CIT(A), BAREILLY
382	UP(EAST)	PAR MANAGER	MANU JOSHI	ITO	8005445199	PCIT-1, LUCKNOW
383	UP(EAST)	PAR MANAGER	PRADEEP SINGH RANA	ITO	8005445868	PCIT(AU)-1, HALDWANI CIT(A), HALDWANI
384	UP(EAST)	PAR MANAGER	RAHUL SHUKLA	ITO	8005445250	PCIT, GORAKHPUR CIT(A), GORAKHPUR
385	UP(EAST)	PAR MANAGER	RAJEEV MISHRA	ITO	8005445954	CCIT, BAREILLY PCIT, BAREILLY CIT(A), BAREILLY
386	UP(EAST)	PAR MANAGER	RAKESH KUMAR SHAHI	ITO	8005447019	PCIT, GORAKHPUR CIT(A), GORAKHPUR
387	UP(EAST)	PAR MANAGER	RAKESH KUMAR SRIVASTAVA	ITO	8005445790	PCIT(RU)-1, VARANASI CIT(A), VARANASI
388	UP(EAST)	PAR MANAGER	RAMESH SINGH	ITO	8005445349	PCIT(AU)-1, LUCKNOW
389	UP(EAST)	PAR MANAGER	RAVI KUMAR MEHTA	ITO	8005445704	CCIT, ALLAHABAD PCIT, ALLAHABAD CIT(A), ALLAHABAD
390	UP(EAST)	PAR MANAGER	RAVI SHEKHAR CHOUDHARY	ITO	8005445204	ADG, NADT-RC, LUCKNOW

391	UP(EAST)	PAR MANAGER	SARVESH KUMAR SINGH	ITO	8005447012	DGIT(INV), LUCKNOW PCIT(CENTRAL), LUCKNOW CIT(A)-3, LUCKNOW
392	UP(EAST)	PAR MANAGER	SHIV KUMAR	ITO	8005447017	PDIT(INV.), LUCKNOW
393	UP(EAST)	PAR MANAGER	SURENDRA PAL	ITO	8005446201	PCIT(VU), MORADABAD CIT(A), MORADABAD
394	UP(WEST)	PRIMARY CUSTODIAN	ANKIT TEWARI	DCIT	8009970883	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
395	UP(WEST)	PRIMARY CUSTODIAN	ANKIT TEWARI	DCIT	8009970883	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
396	UP(WEST)	PAR MANAGER	AJAY BHUSHAN SINGH	ITO	7599101472	CIT(TDS), KANPUR
397	UP(WEST)	PAR MANAGER	AJAY KUMAR DUBEY	ITO	7599102021	PCIT-VU, AGRA
398	UP(WEST)	PAR MANAGER	AMIT VERMA	PS	7599101920	CIT(APPEAL)-1,2&4, KANPUR
399	UP(WEST)	PAR MANAGER	ANIL KUMAR GUPTA	ITO	7599102897	PR. CIT(AU)-1, MEERUT CIT(APPEALS), MEERUT
400	UP(WEST)	PAR MANAGER	ANKUR SHUKLA	ITO	7078503195	PR. CIT-1, GHAZIABAD CIT(APPEAL), GHAZIABAD
401	UP(WEST)	PAR MANAGER	DEEPAK KUMAR	ITO	9990995110	PR. CIT-1, NOIDA CIT(APPEAL), NOIDA
402	UP(WEST)	PAR MANAGER	GANESH CHANDRA GUPTA	ITO	7599102865	PCIT(AU)-1, MUZAFFARNAGAR CIT(APPEALS), MUZAFFARNAGAR
403	UP(WEST)	PAR MANAGER	HARSHWARDHAN KUMAR	ITO	7678085876	CCIT, DEHRADUN
404	UP(WEST)	PAR MANAGER	MAKKHAN SINGH MEENA	ITO	8908215754	CCIT, GHAZIABAD
405	UP(WEST)	PAR MANAGER	MUKESH KUMAR AGRAWAL	ITO	7599103002	PCIT(RU)-1, ALIGARH
406	UP(WEST)	PAR MANAGER	NARENDRA SINGH	ITO	7599101586	ADDL. CIT(EXEMPTION), GHAZIABAD
407	UP(WEST)	PAR MANAGER	PRAKASH AWASTHI	ITO	7599910119	PR. DIT(INV.), KANPUR INCLUDING ALL UNITS, BPU & FAIU CHARGE
408	UP(WEST)	PAR MANAGER	R. K. TRIPATHI	ITO	7599101122	DIT(I&CI), KANPUR
409	UP(WEST)	PAR MANAGER	SHAKTI KRISHNA SHUKLA	ITO	7599101421	ADDL. CIT(INTL. TAX.), NOIDA
410	UP(WEST)	PAR MANAGER	SHARAD KUMAR AGNIHOTRI	ITO	7599101310	PCIT(AU)-1, KANPUR
411	UP(WEST)	PAR MANAGER	SUKUMAR BISWAS	DCIT	8902196487	PR. CIT(CENTRAL), KANPUR INCLUDING KANPUR, NOIDA,

						GHAZIABAD, AGRA, MEERUT, DEHRADUN
412	UP(WEST)	PAR MANAGER	SURESH KUMAR VERMA	ITO	7599102100	CIT(ADMN & TPS), KANPUR
413	UP(WEST)	PAR MANAGER	TARUN KUMAR SAINI	ITO	7599101862	PCIT-1, AGRA CIT(APPEAL)-1&2, AGRA CIT (DR), AGRA ADDL. CIT (APPEAL), AGRA
414	UP(WEST)	PAR MANAGER	VEERENDRA KUMAR	ITO	7599102130	PR. CIT-1, DEHRADUN CIT(APPEAL), DEHRADUN
415	UP(WEST)	PAR MANAGER	VIKAS KUMAR GUPTAA	ITO	7599101648	PR. CIT-1, KANPUR CIT(APPEAL), KANPUR
416	UP(WEST)	PAR MANAGER	VINEET KUMAR TIWARI	ITO	7599101455	PCCIT, KANPUR
417	UP(WEST)	PAR MANAGER	VIVEK SINGH	ITO	7599101599	CIT(AUDIT), KANPUR
418	WEST BENGAL & SIKKIM	PRIMARY CUSTODIAN	ASHUTOSH KUMAR SAHU	DCIT	9040490489	PRIMARY CUSTODIAN FOR ALL GROUP-A & GROUP-B(GZTD.) OFFICERS
419	WEST BENGAL & SIKKIM	PRIMARY CUSTODIAN	DULNANGHA REANG	DCIT	8376992664	PRIMARY CUSTODIAN FOR ALL GROUP-B(NON- GZTD.) & GROUP-C OFFICERS
420	WEST BENGAL & SIKKIM	PAR MANAGER	ANIL NAYAK	ITO	8902198048	CCIT-4 PCIT(AU)-9 PCIT(AU)-13 TO 17
421	WEST BENGAL & SIKKIM	PAR MANAGER	ASIS KUMAR ROY	ITO	8902199369	PCIT(AU)-6 PCIT(RU)-2
422	WEST BENGAL & SIKKIM	PAR MANAGER	BINAY KR. MAITRA	ITO	8902198763	PCIT(TU)-2
423	WEST BENGAL & SIKKIM	PAR MANAGER	BIPLAB BISWAS	ITO	9477330640	CCIT-5 PCIT(VU)-1, BURDWAN PCIT(VU)-3 CIT(AU)18 TO 22
424	WEST BENGAL & SIKKIM	PAR MANAGER	DEBASISH ROY	DCIT	8902196524	CIT(AUDIT)-1 & 2 DIT(I& CI) CIT(EXEMPTION)
425	WEST BENGAL & SIKKIM	PAR MANAGER	DEBJANI CHAUDHURI	ITO	8902196918	CCIT-6 PCIT(RU)-1 CIT(AU)-1 TO 6 CIT(AU)-1, SILIGURI CIT(AU)-1, JALPAIGURI
426	WEST BENGAL & SIKKIM	PAR MANAGER	KRIPASINDHU BHATTACHARYAY	ITO	8902197925	PCIT(VU)-1 PCIT(VU)-2
427	WEST BENGAL & SIKKIM	PAR MANAGER	NETAI NANDY	ITO	8902198289	CIT(DR) ITAT-1 & 2 CIT(DR) ITAT-3 & ADMIN CIT(DR) ITAT-4 SECRETARY SETTLEMENT COMMISSION CIT(DR) SC

428	WEST BENGAL & SIKKIM	PAR MANAGER	PRASANNA RAJAGOPALA UNNIKRISHNAN	DCIT	7059441478	CCIT-1 PCIT-1 PCIT, ASANSOL
429	WEST BENGAL & SIKKIM	PAR MANAGER	RAJNISH KUMAR	ITO	9477330690	CCIT-3 CIT(AU)-7 TO 12 CIT(AU)-1, BURDWAN
430	WEST BENGAL & SIKKIM	PAR MANAGER	SAIKAT BASU	DCIT	8902195600	PCIT-9 & 13
431	WEST BENGAL & SIKKIM	PAR MANAGER	SAMBHU NATH BANIK	ITO	8902198273	PCIT(AU)-7 AND 8
432	WEST BENGAL & SIKKIM	PAR MANAGER	SANJIB MONDAL	ITO	9477330437	PCIT(AU)- 1 TO 3
433	WEST BENGAL & SIKKIM	PAR MANAGER	SANKAR CHAKRABARTI	DCIT	9477330213	PCIT, CENTRAL-1 & 2
434	WEST BENGAL & SIKKIM	PAR MANAGER	SANMAY DASGHOSH	DCIT	8902196515	CCIT(TDS), KOLKATA
435	WEST BENGAL & SIKKIM	PAR MANAGER	SHYAMAL KUMAR DAS	DCIT	8902198895	ADG(VIG), EAST ADG(DTRTI) CIT(INNT. TAXATION & TP) DIT(ITSC)
436	WEST BENGAL & SIKKIM	PAR MANAGER	SOMA YAGNIK	ITO	8902195425	CIT(ADMN)
437	WEST BENGAL & SIKKIM	PAR MANAGER	SUBHAMAY DATTA	DCIT	8902196518	CCIT2 PCIT-2 PCIT, SILIGURI
438	WEST BENGAL & SIKKIM	PAR MANAGER	SUBRATA AICH	JCIT	9477330049	PCIT-5 & 18
439	WEST BENGAL & SIKKIM	PAR MANAGER	SUDIP MAJUMDER	DCIT	8902199894	DGIT(INV.), WB, SIKKIM & NER
440	WEST BENGAL & SIKKIM	PAR MANAGER	SUDIPTA NARAYAN BASU	ITO	9477330013	PCIT(AU)-4 PCIT(AU)-5
441	WEST BENGAL & SIKKIM	PAR MANAGER	SUMANTRA CHATTERJEE	ITO	8902195437	CIT(JUDICIAL)
