



**GOVERNMENT OF INDIA
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)**

2nd Floor, Jawaharlal Nehru Stadium, Gate No. 1, New Delhi- 110003

F.No. M/120/2025-ADDL.DIT(Admin)-HRD/6920

Dated: 27.03.2026

To,

All the Pr.CCsIT (CCA)

Madam/Sir,

Subject: SMS alert on APAR movement to the Officer Reported Upon (ORU) -reg

Kindly refer to the above-mentioned subject.

2. In this regard, SMS alerts are being sent to all the employees whenever the APAR moves from one level to the other level. The details of the SMS alerts at various levels are tabulated as below:

Movement of APAR	SMS alert sent to
Generation of APAR by PAR Manager	ORU
Submission of Self-Appraisal by ORU for reporting of APAR	ORU, Reporting Officer
Reporting of APAR by Reporting Officer for reviewing of APAR	ORU, Reviewing Officer
Reviewing of APAR by Reviewing Officer	ORU, CR Section
Sending of APAR by CR Section for Officer Disclosure	ORU
Acceptance of APAR by ORU and sending to CR Section for Closing	ORU, CR Section
Closure of APAR by CR Section	ORU

3. Since the APAR cycle for Reporting Year 2025-26 will start on 01.04.2026, it is requested to kindly direct all the employees posted in your region to log in to their SPARROW Portal and check their communication Mobile Number and E-mail IDs. If any correction/ updation needs to be done, the same may be communicated to the below mentioned e-mail IDs at the earliest so that they may receive SMS alerts of the APAR movement.

For Gazetted employees: **sparrow.hrd@incometax.gov.in**

For Non-Gazetted employees: **sparrow.hrd.ng@incometax.gov.in**

4. This issues with the prior approval of the Pr. DGIT, HRD.

Yours faithfully,

**Digitally signed by
Prem Prakash Mehra
Date: 27-03-2026**

16:03:26

(Prem Prakash Mehra)
ITO (SPARROW), HRD