**Details to be provided by the ITS/GCS-DOT officers to their PAR Custodian /PAR**

**Manager for generation of PAR**

**Annexure-I**

A. Report for the year: : 20\_\_\_ - \_\_\_

B. Period of Report (From & To in DD/MM/YYYY): :

C. eAPAR Part No. (If “Period of Report” is less than a year): :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Name of the Officer | | | | |  |
| 2 | Date of Birth (DD/MM/YYYY) | | | | |  |
| 3 | SPARROW Employee Code (Refer item b of **Instructions)** | | | | |  |
| 4 | Date of continuous  appointment to present  grade (Period concerned) | | Date | | |  |
| Grade | | |  |
| Regular/NFU | | |  |
| 5 | Date of continuous  appointment to present  post (Period concerned) | | Date | | |  |
| Post i.e. Designation during  Period concerned | | |  |
| 6 | **Reporting officer** during  the period of Report (as  defined in his/her  eAPAR SPARROW  system if he/she is part of any eAPAR SPARROW system) | | Is reporting officer part of any SPARRROW system of  Gol (Yes/No) | | |  |
| Name | | |  |
| Batch (Allotment year) | | |  |
| Service | | |  |
| Cadre | | |  |
| Designation | | |  |
| SPARROW Employee code | | |  |
| 7 | **Reviewing officer** during  the period of Report (as  defined in his/her  eAPAR SPARROW  system if he/she is part of any eAPAR SPARROW system) | | Is reviewing officer part of any SPARRROW system of  Gol (Yes/No) | | |  |
| Name | | |  |
| Batch (Allotment year) | | |  |
| Service | | |  |
| Designation | | |  |
| SPARROW Employee code | | |  |
| 8 | Period of absence from duty (on training, leave etc.) during the year. If he has undergone  training. Specify complete details or NIL, as the case may be | | | | | |
|  | Absence  Category | Period  From | | Period  To | Type | Remarks |
|  |  |  | |  |  |  |
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**Self-Certification**: Certified that the information provided above is true and correct to the best of my knowledge.

Signature:

Name:

Staff No.

Mobile No.