3rd Floor, A Wing, LokNayakBhgawan,
Khan Market, New Delhi
Dated   1st April, 2016

OFFICE MEMORANDUM

Subject: Introduction of Sparrow for CSS officers.

The undersigned is directed to refer to DO No.22/10/2015-CS.I(APAR) dated 25th February, 2016 from Smt. Archana Verma, Joint Secretary. Indicated in the said letter was a decision to introduce online recording of APAR for CSS officers. In the first phase, the software is to be made operational for Deputy Secretary and above level officers of CSS w.e.f. 1st April, 2016.

2.   NIC has informed that the website enabling online filing of APAR for CSS officers has been made live and is accessible through https://sparrow-css.eoffice.gov.in.

3.   Ministries/Departments are required to nominate following four functionaries for managing of the online filing of APARs:

(i)   Custodian (Nodal Officer) : A person authorized to sign Section I of the APAR and overall responsible for complete APAR management in the Ministry/Department.

(ii)   Custodian (Alternative Functionary) : A person who performs the role of Custodian in absence of primary Custodian.

(iii)   PAR Manager : A person responsible for creating hierarchical workflow in the software for the purpose of recording of APARs of the officers working in that Ministry/Department.

(iv)   Employee Master Data (EMD) Manager : A person responsible for managing data and also its correctness in respect of individual employees.

4.   In smaller Ministries, however, all the four roles may be distributed between two functionaries, namely, Primary Custodian and EMD Manager. However, in case

of large Ministries, it is advised that the above mentioned roles should be assigned amongst four officers.

5.   Ministries/Departments are requested to nominate officers to perform the roles as above and provide the information in respect of officers nominated in the enclosed proforma to the following persons of NIC at the given e-mail address:

1. Shri Manu Garg, PSA
    Telephone No. 23040281
    Mobile No. 9868500465
    Email Id. manugarg@nic.in

2. Shri B. Ravi Kumar, TD,
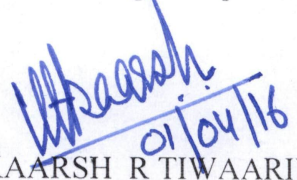   Telephone No. 23040399
    Email Id : bravi@nic.in

6.   This information may be provided to them by 6th April, 2016 **without fail** and a copy may be endorsed to Shri Chandra Shekhar, Under Secretary CS(S) by e-mail only at c.shekhar59@nic.in.

7.   After receipt of information from individual Ministries/Departments, NIC shall be assigning role to these officers and after such assignment, the officers posted at Ministries/Departments could start using the software for online filing of APARs.

8.   It is reiterated that all the nominated officers and user officers **must** have an NIC mail ID and DSC for using the software as has already been mentioned in the previous communications.

9.   Training would be organized for the Nodal Officers as well as user officers after the role assignment is completed by NIC. The dates of training would be intimated separately.

10.   A Help desk for assisting nodal officer and also users is being set up and particulars would be made available shortly.

(UTKAARSH R TIWAARI)
DIRECTOR (CS I)
TEL: 24629411

To

        Joint Secretary (Admn.)
        All Ministries/Departments

        Copy to NIC, DOPT (Shri S.N. Sowpari, Sr. Tech. Director), North Block New Delhi

DETAILS OF OFFICIALS FOR ROLE DEFINATION IN SPARROW

Organization Name	
Nodal Co-ordinator Name	
Nodal Co-ordinator Number	Contact

S. No.	Employee Code (Service Code Number)	Appellation (Mr., Mrs., Etc.)	Employee Name	NIC Email ID	Gender (M/F)	Father's Name	Date of Birth (DD/MM/YYYY)	Nationality	Religion (Hindu etc.)	Category Gen, SC, ST etc.
Services IPS, IAS, CSS etc Mandatory for Posted Organization unique identification	Adhar No.	Organization (Currently Posted Organization)	Organization From Date (Date from which is applicable Blank will be taken as current date) DD/MM/YYYY	Designation (Expand all short forms)	Designation Joining Date DD/MM/YYYY (Date on which the current designation is joined – Blank will be taken as current date)	Type of Appointment (Whether tempraory, permanent,) Blank will be taken as Permanent	Appointment Order Date DD/MM/YYYY (Blank will be taken as current date)	Mobile No. (10 digit mobile number)	Roles As defined in next table	