

F. No. 25/1/2016-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 12<sup>th</sup> April, 2016.

OFFICE MEMORANDUM

**Subject: Introduction of Sparrow for CSSS officers.**

The undersigned is directed to refer to DO letter No. 22/10/2015-CS.I(APAR) dated 25.02.2016 from Ms. Archana Varma, Joint Secretary(AV), intimating the decision to introduce online recording of APAR for CSS/ CSSS officers. In so far as the CSSS cadre is concerned, in the first phase, the software is to be made operational for Senior Principal Private Secretary (Sr. PPS) and Principal Staff Officer (PSO) of CSSS w.e.f. 1<sup>st</sup> April, 2016 for the reporting year 2015-16.

2. NIC has informed that the website enabling online filing of APAR for CSSS officers is likely to be made live shortly and would be accessible through <https://sparrow-csss.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 small Ministries/ Departments, 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 would 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](mailto:manugarg@nic.in)

2. Shri B. Ravi Kumar, TD,  
Telephone No. 23040399  
Email Id: [bravi@nic.in](mailto:bravi@nic.in)

6. This information may be provided to them by 21<sup>st</sup> April, 2016 and a copy may be endorsed to Shri Kameshwar Mishra, Under Secretary(CSSS) by e-mail at [kameshwar.mishra@nic.in](mailto:kameshwar.mishra@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 from this Department.

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.



(A. K. Saha)

Deputy Secretary to the Govt. of India

Tel.: 24622365

To

Joint Secretary (Admn.)  
All Ministries/Departments

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

