

MOST IMMEDIATE

No. 22/10/2015/CS-I(APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I(APAR)

2nd Floor, LokNayakBhawan,
Khan Market, New Delhi

New Delhi, 6th May, 2016

OFFICE MEMORANDUM

Subject: Introduction of CSS SPARROW for CSS officers.

As Ministries/Departments are already aware, it has been decided to introduce online recording of APAR for CSS officers w.e.f. 1st April, 2016. In the first phase, the website has been developed by NIC for this purpose and made operational for Deputy Secretary and above level officers of CSS and it could be accessed through <https://sparrow-css.eoffice.gov.in>.

2. Detailed instructions for taking preparatory steps required for switching over to on line system of recording APAR have been issued vide D.O. of even number dated 25th February, 2016 from Ms. Archana Verma, Joint Secretary, and followed by OMs dated 1st April, 2014 and reminder dated 8th March, 2016. Salient features of these letter and OMs are recapitulated below :

- (ii) **D.O. letter dated 25.02.2016 from JS (AV) :** All the Ministries/Departments were requested to take necessary steps for (i) appointment of Custodian, Alternative Custodian, PAR Manager and EMD Managers; (ii) creation of NIC mail login id for the officers concerned (iii) issuance of DSC to all concerned officers and (iv) Training to Nodal officers and other concerned officers.
- (ii) **O.M. dated 17.03.2016 :** All the Ministries/Departments were informed about constitution of training groups including the name of Departments for coordinating the training program.
- (v) **O.M. dated 1.4.2016 :** The Ministries/Departments were informed about commissioning of SPARROW software. The Departments were advised to nominate Custodians/Nodal Officers, Alternative Custodians, PAR Manager and EMD Mangers for generation of APAR and setting work flow for PAR generation.
- (vi) **OM dated 8.4.2016 :** The Ministries/Departments were reminded to expedite action on the points of action suggested in earlier letters.

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They were also provided the format prescribed by NIC for furnishing Employee data.

2.1 The above OMs at S. No. ii) to iv) are available on the website of this Department and can be accessed using following links :

Persmin>DOPT>Central Secretariat >Central Secretariat Services>ACR>General Instructions.

3. It is once again requested that the following preparatory steps towards using online CSS-SPARROW may kindly be ascertained by the Ministries/Departments immediately in coordination with NIC to facilitate organizing training by NIC for the nodal and user officers.

- ✓ Whether nomination of nodal officers, PAR Managers and EMD Managers has been completed and sent to NIC in **prescribed format using MS Excel.**
- ✓ Whether the Employee data has been generated by EMD Manager in **prescribed format using MS Excel.**
- ✓ Whether the workflow has been set by the PAR Managers in respect of the officers whose APAR is to be recorded on line.
- ✓ Whether DSC have been provided to all concerned officers.

4. Compliance as to the required preparatory steps may be reported by the Ministry/ Department through **e-mail only** at c.shekhar59@nic.in. NIC has insisted that data in respect of nodal as well as user officers should be provided in prescribed format using **MS-Excel only**. Both the proforma are available on this Departments Website vide OM dated 1st April, 2016 and 8th April, 2016 respectively. These are again enclosed with this OM at Annexure I and II respectively. The data sent in other formats such as MS Word, PDF, JEPG shall not be accepted by NIC.

5. To facilitate the nodal and user officers, training is being organized by NIC in co-ordination with the CS.I Division and administrative Ministry/Department concerned and as on date training has been organized in DoPT, Department of Heavy Industries, Commerce & Corporate Affairs. However, before training could be arranged, it is imperative that concerned Ministry/Department should complete preparatory work regarding appointment of nodal officers and their role assignment and generation/providing employee data to NIC as requested earlier vide this Department's communications dated 17.02.2016, 01.04.2016 and 08.04.2016.


6. Accordingly, all the participating Ministries/Departments are again requested to extend their active co-operation to make this initiative a success. It is also emphasized that online filing of APAR of CSS officers of DS grade and above using CSS-SPARROW is mandatory. **All the officers concerned whose APARs are to be written online on SPARROW are also requested in their own interest to co-operate their Ministries/Departments with regard to providing their personal details for EMD generation and also for obtaining DSC.**

7. In case, the Ministries/Departments find any difficulty regarding implementation of online CSS-SPPAROW may contact any of the following officials in NIC :

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.

8. A Help Desk has been set up by NIC in CS Division. The Nodal Officers/other officers in the Ministries/Departments may contact the helpline at Tel.No. **24653220**.


(Utkarsh R. Tiwari)
Director (CS -I)

To

All Joint Secretaries (Admn)
Ministries/Departments (CSS/CSSS)
As per list attach

DETAILS OF OFFICIALS FOR ROLE DEFINATION IN SPARROW

Organization Name											
Nodal Co-ordinator Name											
Nodal Co-ordinator Contact Number											
S. No.	Employee Code (Service Code Number)	Appellation (Mr., Mrs. Etc)	Employee Name	NIC ID	Email	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	Adhar No. Mandator y for unique identifica tion	Organization (Currently Posted Orgnization)	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 Appointmen t (Whether temprary, 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		

