

MOST IMMEDIATE
REMINDER

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

2nd Floor, A Wing, Lok Nayak Bhawan, Khan Market
New Delhi, dated the 8th April, 2016

OFFICE MEMORANDUM

Subject: Introduction of Sparrow for CSS officers.

The undersigned is directed to refer to this Department's O.M. of even number dated 1st April, 2016 regarding steps to be taken for making online recording of APARs of CSS officers functional. All the Ministries/Departments were requested to nominate officers to perform the roles of (i) Custodian/Nodal Officer (ii) Alternative Custodian (iii) PAR Manager and (iv) EMD Manager. The information as per Annexure attached to the OM dated 01.04.2016 was required to be sent to NIC by email by 6th April, 2016.

2. It is observed that still a large no. of Ministries/Departments have not taken steps to intimate the names and other particulars of their Custodian and PAR Managers to NIC. It is requested that the same may please be done at the earliest.

3. In addition, details in respect of the individual officers are also to be provided to NIC in the attached proforma (Annexure). The information may be provided to NIC by 13th April, 2016 positively and a copy may be endorsed to the undersigned by e-mail only at c.shekhar.59@nic.in.


(Chandra Shekhar)

Under Secretary to the Govt. of India
Ph:24624046

To

Director/DS (Admn.)
All Ministries/Departments

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

