

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

2<sup>nd</sup> Floor, A-Wing, Loknayak Bhawan,  
Khan Market, New Delhi-3

Dated 18<sup>th</sup> January, 2017

**OFFICE MEMORANDUM**

Subject: Introduction of 'SPARROW' for CSS officers.

The undersigned is directed to refer to Office Memorandum of even number dated 1<sup>st</sup> April, 2016 regarding introduction of on-line recording system of APARs for CSS officers. NIC has developed website enabling the officers for filing of APARs for CSS/CSSS with effect from 1/4/2016. The site is accessible through <https://sparrow-css.eoffice.gov.in>. In the first phase, SPARROW (Smart Performance Appraisal Report Recording Window) was made applicable for the Deputy Secretary and above level officers in CSS and equivalent levels in CSSS.

2. In continuation of the decision taken last year, it has now been decided that on-line recording system of APARs through SPARROW would now be applicable for Under Secretary level officers also. In other words, the officers from US and above levels in CSS would be required to record their APARs using 'SPARROW' system from the FY 2016-17.

3. Accordingly, following necessary steps are required to be taken by the Ministries/Departments :

S No.	Particulars	Action
i.	Creation of personal data in respect of all the officers ( i.e Nodal Officer, PAR Manager, EMD, , officers to be reported upon, Reporting Officer and Reviewing officer)	EMD
ii	Setting up of work flows for generation of PAR	PAR Manager
iii	Generation of PARs and forwarding to the Officers to be reported upon (ORU) for recording their APAR in the Part-II.	Custodian/Nodal Officer
iv.	Providing Digital Signature Certificate (DSC) to the officers concerned. Alternatively, the officers may avail e-sign facility using the Aadhaar Number linked to their registered mobile number.	General Administration

P. T. O.

4. Contents of this OM may be brought to the notice of all concerned. As a first step, data input sheets as per Annexure-I may be prepared and sent to this department (in Excel Format only) at the following e-mail ID latest by 15<sup>th</sup> February, 2017.

[www.eps.helpdesk-dopt@gov.in](mailto:www.eps.helpdesk-dopt@gov.in)

5. In order to resolve any difficulty in generation of APARs in SPARROW, a help line has been set up in this Department. The Ministries/Departments may take assistance from the helpline available at telephone number 24653220.

6. Ministries/Departments are advised to ensure that personal data of all the officers in their Department is regularly updated on the Personal Information Management System (PIMS). It will help retrieve data quickly in SPARROW. It will be appreciated that data input sheets are to be made available to this Department (in Excel format only) latest by 15<sup>th</sup> February, 2017 at the email address given at para 4 above. It may be also ensured that all the required activities for generation of part I of APARs are completed by 20<sup>th</sup> March, 2017 so that the officers concerned are able to log in to the SPARROW for recording their self assessment in Part II of APAR from 1<sup>st</sup> April, 2017.

7. This issues with the approval of Secretary (P).

(Utkaarsh R. Tiwaari)

Director

Tele: 24629411

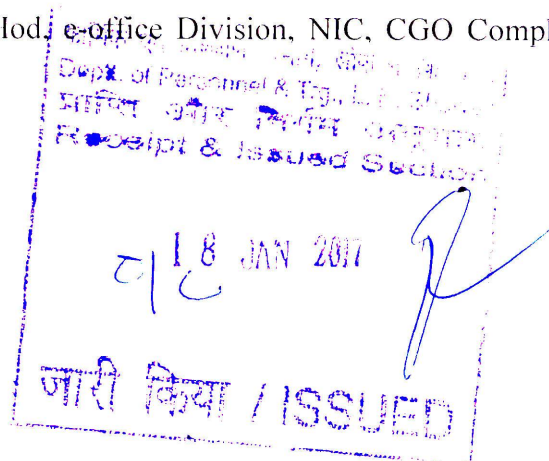
To

Joint Secretaries (Admin)

All Ministries/Departments of CSS

Copy to :-

- i) Shri A.K. Saha, Deputy Secretary (CS-II), DoPT, A-Wing, 2<sup>nd</sup> Flr., Loknayak Bhawan, Khan Market, New Delhi -for issuing instructions in respect of officers of CSSS.
- ii) Shri S.N Sowpari, Sr. Technical Director, NIC, North Block, New Delhi.4
- iii) Ms. Rachna Srivastava, HOD, e-office Division, NIC, CGO Complex, Lodhi Road, New Delhi.



Data input sheet

S NO.	Appellation (Mr/Mrs./Ms.)	Name	Employee Code	Gender	Father Name	Date Of Birth (DD/MM/YYYY)	Nationality	Religion	Category	Service	Cadre Service
1	2	3	(CSL No.)	4	5	6	7	8	9	10	11
										Central Service/A II India Service	
										All India Service	
Allotment Year (Date of joining Service)	Org. (Name of present Ministry/Department)	Org. From Date	Designation	Login ID (NIC mail)	Aadhaar Number	Mobile No.	Type of Appointment	Appointment Order Date	Designation Joining Date	Roles assigned*	
12	13	14		15	16	17	18	19	20	21	
							(Present post)				

\* Please see para 3 of OM dated January, 2017



To,

1. Joint Secretary (Admin.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi
2. Joint Secretary (Admin.), D/o Agriculture Research & Education, Krishi Bhavan, New Delhi
3. Joint Secretary (Admin.), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Parliament Street, New Delhi
4. Joint Secretary (Admin.), M/o AYUSH, "AYUSH Bhawan", B Block, G.P.O. Complex, INA, New Delhi-110023
5. Joint Secretary (Admin.), D/o Biotechnology, Block No. 2, CGO Complex, Lodhi Road, New Delhi
6. Joint Secretary (Admin.), D/o of Animal Husbandry, Dairying and Fisheries, Krishi Bhavan, New Delhi
7. Joint Secretary (Admin.), Cabinet Secretariat, Rastrapati Bhawan, New Delhi
8. Joint Director, Delhi Zone, CBI Headquarters, Plot No 5-B, 4th, Floor, CGO Complex New Delhi-110003
9. Joint Secretary (Admin.), D/o Chemicals & Petro-Chemicals, Shastri Bhavan, New Delhi
10. Joint Secretary (Admin.), M/o Civil Aviation, 'B' Wing, Rajiv Gandhi Bhavan, Near Safdarjung Airport, New Delhi
11. Joint Secretary (Admin.), M/o Coal, Shastri Bhawan, New Delhi
12. Joint Secretary (Admin.), D/o Commerce, Udyog Bhavan, New Delhi
13. Joint Secretary (Admin.), Department of Consumer Affairs, Krishi Bhawan, New Delhi 110114
14. Joint Secretary Admin.), M/o Culture, Shastri Bhavan, New Delhi.
15. Joint Secretary (Admin.), CIC, *August Kranti Bhawan, Bhikaji Cama Place New Delhi*
16. Joint Secretary (Admin.), M/o Defence, South Block, New Delhi
17. Joint Secretary (Admin.), Department of Defence Production, South Block, New Delhi
18. Joint Secretary (Admin.), Department of Defence Research and Development, South Block, New Delhi
19. Joint Secretary (Admin.), M/o Development of North Eastern Region, Vigyan Bhawan Annexe, New Delhi
20. Joint Secretary (Admin.), Department of Ex-Servicemen Welfare, South Block, New Delhi
21. Joint Secretary (Admin.), Ministry of Drinking Water and Sanitation, C Wing, 4th floor Paryavaran Bhawan, CGO Complex Lodhi Road, New Delhi
22. Joint Secretary (Admin./Estt), Department of Disability Affairs, Shastri Bhawan, New Delhi
23. Joint Secretary (Admin.), Department of Investment and Public Asset Management, CGO Complex, New Delhi
24. Joint Secretary (Admin.), D/o Economic Affairs, North Block, New Delhi
25. Joint Secretary (Admin.), D/o of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi
26. Joint Secretary (Admin.), M/o Environment, Forests & Climate Change, Indira Paryavaran Bhavan, Prithi Block, Aliganj, Jor Bagh Road, New Delhi-110003
27. Joint Secretary (Admin.), Department of Expenditure, North Block, New Delhi
28. Joint Secretary (Admin.), D/o Fertilizers, Shastri Bhawan, New Delhi
29. Joint Secretary (Admin.), D/o Financial Services, Jeevan Deep Building, Parliament Street, New Delhi
30. Joint Secretary (Admin.), M/o Food Processing Industries, Panchsheel Bhawan August Kranti Marg, Near Shree Fort, New Delhi
31. Joint Secretary (Admin.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi
32. Joint Secretary (Admin.), D/o Health & Family Welfare, Nirman Bhawan, New Delhi
33. Joint Secretary (Admin.), Department of Heavy Industries, Udyog Bhawan, New Delhi
34. Joint Secretary (Admin.), Ministry of Home Affairs, North Block, New Delhi
35. Joint Secretary (Admin.), Ministry of Human Resource Development, D/o Secondary & Higher Education, Shastri Bhawan C-Wing, Dr. Rajendra Prasad Road, New Delhi
36. Joint Secretary (Admin.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi
37. Joint Secretary (Admin.), M/o Information & Broadcasting, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi
38. Joint Secretary (Admin.), Inter-State Council Secretariat, Vigyan Bhawan Annexe, New Delhi
39. Director, ISTM, JNU old campus, Olof Palme Marg, Munirka, New Delhi-110067
40. Joint Secretary (Admin.), M/o Labour & Employment, Sharam Shakti Bhawan, New Delhi

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- 41 Joint Secretary (Admin.), D/o Legal Affairs, Shastri Bhavan, New Delhi
  - 42 Joint Secretary (Admin.), D/o Legislative, Shastri Bhavan, New Delhi
  - 43 Joint Secretary (Admin.), D/o Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi
  - 44 Joint Secretary (Admin.), M/o Minority Affairs, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi
  - 45 Joint Secretary (Admin./Estt), Ministry of Mines, Shastri Bhavan, New Delhi
  - 46 Joint Secretary (Admin.), NATGRID, 2nd Floor, Vijaya Building, 17, Barakhamba Road, New Delhi-110001
  - 47 Joint Secretary (Admin.), Ministry of New & Renewable Energy, Block No. 14, C G O Complex, Lodhi Road, New Delhi
  - 48 Joint Secretary (Admin.), National Disaster Management System Bhavan, A-1 Safdarjung Enclave, New Delhi
  - 49 Joint Secretary (Admin.), National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhavan, Khan Market, New Delhi-110003
  - 50 Joint Secretary (Admin.), D/o Official Language, ~~Lok Nayak Bhavan, Khan Market, New Delhi~~ *NCC Bldg, Jai Singh Road,*
  - 51 Joint Secretary (Admin.), M/o Overseas Indian Affairs, Akbar Bhavan, Chanakyapuri, New Delhi
  - 52 Joint Secretary (Admin.), M/o Panchayati Raj, 11<sup>th</sup> Floor, Jeevan Prakash Building, 25, K G Marg, New Delhi
  - 53 Joint Secretary (Admin.), D/o Pensions & Pensioners Welfare, Lok Nayak Bhavan, Khan Market, New Delhi
  - 54 Joint Secretary (Admin.), Prime Minister's Office, South Block, New Delhi
  - 55 Joint Secretary (Admin), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
  - 56 Joint Secretary (Admin), NITI Aayog, Yojna Bhavan, New Delhi
  - 57 Joint Secretary (Admin.), D/o Posts, Dak Bhavan, Parliament Street, New Delhi.
  - 58 Joint Secretary (Admin) M/o Power, Sharam Shakti Bhavan, New Delhi
  - 59 Joint Secretary (Admin.), D/o Public Enterprises, CGO Complex, Lodhi Road, New Delhi
  - 60 Joint Secretary (Admin.), D/o Pharmaceuticals, Room No. 514, Udyog Bhavan, New Delhi
  - 61 Joint Secretary (Admin.), D/o Revenue, North Block, New Delhi
  - 62 Joint Secretary (Admin.), The Registrar General of India, Man Singh Road, New Delhi
  - 63 Joint Secretary (Admin.), D/o Road Transport & Highways, Transport Bhavan, New Delhi
  - 64 Joint Secretary (Admin.), M/o Rural Development, Krishi Bhavan, New Delhi
  - 65 Joint Secretary (Admin.), D/o Science & Technology, Technology Bhavan, New Mahrauli Road, New Delhi
  - 66 Joint Secretary (Admin.), D/o Scientific Industrial Research, Anusandhan Bhavan, Rafi Marg, New Delhi
  - 67 Joint Secretary (Admin) D/o Shipping, Transport Bhavan, New Delhi
  - 68 Joint Secretary (Admin), M/o Skill Development & Entrepreneurship, 2<sup>nd</sup> Floor, Shaheed Bhagat Singh Marg, Shivaji Stadium, Connaught Place, New Delhi
  - 69 Joint Secretary (Admin). D/o Social Justice & Empowerment, Shastri Bhavan, New Delhi
  - 70 Joint Secretary (Admin), Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
  - 71 Joint Secretary (Admin.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, Parliament Street, New Delhi
  - 72 Joint Secretary (Admin.), M/o Steel, Udyog Bhavan, New Delhi.
  - 73 Joint Secretary (Admin.), D/o Supply, Nirman Bhavan, New Delhi
  - 74 Joint Secretary (Admin.), D/o Telecommunication, Sancha Bhavan, New Delhi.
  - 75 Joint Secretary (Admin), M/o Tourism, Transport Bhavan, New Delhi.
  - 76 Joint Secretary (Admin), M/o Tribal Affairs, Shastri Bhavan, New Delhi.
  - 77 Joint Secretary (Admin), M/o Textiles, Udyog Bhavan, New Delhi
  - 78 Joint Secretary (Admin) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
  - 79 Joint Secretary (Admin), M/o Urban Development, Nirman Bhavan, New Delhi.
  - 80 Joint Secretary (Admin.), M/o Housing & Urban Poverty Alleviation, Nirman Bhavan, New Delhi
  - 81 Joint Secretary (Admin.), Department of Sports, Shastri Bhavan, New Delhi.
  - 82 Joint Secretary (Admin), M/o Water Resources, River Development and Ganga Rejuvenation Sharam Shakti Bhavan, New Delhi
  - 83 Joint Secretary (Admin), M/o Women & Child Development, Shastri Bhavan, New Delhi.

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- 84 Joint Secretary (Admin), D/o Youth Affairs, Shastri Bhavan, New Delhi
  - 85 Joint Secretary (Admin), D/o Space, 3rd Floor, Lok Nayak Bhavan, New Delhi
  - 86 Joint Secretary (Admin), D/o Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai