MOST IMMEDITE

No. 22/10/2015/CS-I(APAR)
Govt. of India
Ministry of Personnel & Training
CS-I(APAR)

2nd Floor, Loknayak Bhawan, Market, New Delhi Dated the 18th May, 2016

OFFICE MEMORANDUM

Subject : Introduction of SPARROW for CSS officers- conducting hands on training

regarding.

The undersigned is directed to refer to this Department's OM of even number dated 17th March, 2016 on the above mentioned subject. It was informed in the said OM that the building wise training programme for PAR administrators (Custodian, Alternate Custodian, PAR Manager and EMD Managers) as well as the individual CSS Officers of DS and above and equivalent levels in CSSS would be conducted.

- 2. SPARROW has been made operational w.e.f. 1.4.2016 and detailed instructions have been issued to all the Ministries/departments vide OM dated 1st April, 2016 and 6th April, 2016 to send information about nominating nodal officers/PAR Managers/EMD Managers in the excel format to NIC under intimation to this Division. A list of Ministries/Departments where the roles have been assigned and training conducted is shown in the *Annexure-I*. It is observed that still a large number of Ministries /Departments have not provided the details to NIC, which is resulting in delay in assigning the roles.
- 3. The purpose of hands on training is to familiarize the APAR administrator and individual officers with the functioning of CSS SPARROW and also to solve their practical difficulties in generating /recording the APARs. This objective cannot be met unless the Ministries/Departments have been assigned the roles by NIC.
- 4. Therefore, the remaining Ministries/Departments are requested to provide details of the PAR Administrators to NIC and thereafter start generating EMD data and finally generate APAR on-line. In case of any difficulty, they may use the help-desk set up for this purpose by NIC at telephone to **24653220**.
- 5. The Nodal officers of the Ministries/Departments are also requested to intimate date, time and venue proposed for meeting through email to help desk at following address:

eps.helpdesk-dopt@gov.in c.shekhar59@nic.in

6. While sending request for hands on training, it may be ensured that Roles of Custodian, PAR Manager, EMD Managers have been assigned by NIC. The Employee data as at *Annexure –II* is available for generating reports and status of issue of DSC is clearly stated.

(Chandra Shekhar)
Under Secretary to the Govt. of India

То

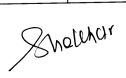
Director/DS (Admin)
All Ministries/Departments (CSS)

Copy to:

- 1. DS CS. I for information
- 2. Shri Manu Garg, PSA, NIC, North Block, New Delhi

Annexure I

	List of Ministries/Department were Ministry/Department	Roles assinged	Training status	Remarks		
lo.	Ministry/Department	Notes assinged	Training coases			
0.						
	Ministry of Textiles					
	Department of Land Resources		06/05/2016			
	Ministry of Coal DEPARTMENT OF EMPOWERMENT OF PERSONS		00/00/2010			
	WITH DISABILITIES	,				
	Ministry of Steel	✓	27/4/2016	Meeting with		
				EMD Manager		
	Department of Pers and Trg.	✓	19/4/2016			
	Ministry of Mines	✓				
}	Department of Chemicals and Petrochemicals	✓				
)	Department of Commerce,	✓	03/05/2016			
10	CHEMICALS & FERTILIZERS - DEPARTMENT	✓				
0	OF FERTILIZERS					
1	CORPORATE AFFAIRS	√	03/05/2016			
12	ENVIRONMENT & FORESTS	✓				
13	FINANCE - DEPARTMENT OF ECONOMIC	✓				
10	AFFAIRS					
14	DEPARTMENT OF HEAVY INDUSTRIES & PUB	✓	25/4/2016			
14	ENTERPRISES -					
15	MINISTRY OF STATISTICS AND PROGRAMME	√				
ıo	IMPLEMENTATION					
4.0	MINISTRY OF TRIBAL AFFAIRS	✓				
16	MINISTRY OF TRIBAL AFFAIRS MINISTRY OF URBAN DEVELOPMENT	/				
17	MINISTRY OF YOUTH AFFAIRS & SPORTS	 				
18	DEPARTMENT OF PENSION & PENSIONER'S		12-05-2016	Meeting with		
19	1			EMD Manager		
	WELFARE	 				
20	SOCIAL JUSTICE & EMPOWERMENT	 				
21	Ministry of Skill Development and	·				
	Entreprenuership	 				
22	Earth Sciences		02-04-2016	Meeting with		
23	Ministry of Health and Family Welfare	•	02-04 2010	EMD Manager		
24	Staff Selection Commission	-				
25	Ministry of Information and Broadcasting	,				
26	Ministry of Women and Child Development	· ·				
27	NITI Aayog	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \				
28	Ministry of Civil Aviation					
29	Department of Adminstrative Reforms & Public	<u> </u>				
	Grievances		11-05-2016			
30	DEPARTMENT OF FOOD AND PUBLIC	'	11-00-2010			
L	DISTRIBUTION					
31	DEPARTMENT OF TELECOMMUNICATIONS	1				
32	Ministry of Power	√				
33	Ministry of Tourism	✓				
34	Ministry of Human Resource Development	✓				
35	Cabinet Secretariat	✓				



Annexure-11

I www. www. bull					Category	ı, SC, ST				Roles As	defined in	next table							}	
7000						3	etc				def	nex	-				•			
5					Religion	(Hind				0 digit m										
`					Nationality					Mobile No(1	number)									
					Date of Birth	(DD/MM/YYYY				Appointment Order Date Mobile No(10 digit mobile	DD/MM/YYYY (Blank will number)	be taken as current date								
					Father's Name					Type of	Appointment	(Whether	tempratory	permanent) Blank	will be taken as	Permanent				
					Gender (M/F)					Designation	joining Date	DD/MM/YYYY	(Date on which	the Current	designation is	joined Blank will	be tahen as	current date		
					NIC Email ID					Desigation		forms)								
	ARROW				Employee Name					Organisation From	(Currently posted Date (Date from which (Expand all short	is applicable Blank will forms)	be taken as current	date) DD/MM/YYYY						
	DEFINATION IN SPA			er - 9910411660	Appelation (Mr. Employee Name	Mrs. Etc)				Organization	(Currently posted	Orgnization								
	DETAILS OF OFFICIALS FOR ROLE DEFINATION IN SPARROW	Organization Name	ordinator	Nodal Co-ordinator Contrat Number - 9910411660	Employee Code	(Service Code	Number)			Services Adhar No. Mandatory Organization	IPS, IAS, for unique	identification								
	DETAILS O	Organizati	Nodal Co-ordinator	Nodal Co-	S.No			н	2	Services	IPS, IAS,	CSS etc								

Sholenor