

MOST IMMEDIATE

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

To

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 where Roles of PAR administrators have been assigned

S No.	Ministry/Department	Roles assigned	Training status	Remarks
1	Ministry of Textiles	✓		
2	Department of Land Resources	✓		
3	Ministry of Coal	✓	06/05/2016	
4	DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES	✓		
5	Ministry of Steel	✓	27/4/2016	Meeting with EMD Manager
6	Department of Pers and Trg.	✓	19/4/2016	
7	Ministry of Mines	✓		
8	Department of Chemicals and Petrochemicals	✓		
9	Department of Commerce,	✓	03/05/2016	
10	CHEMICALS & FERTILIZERS - DEPARTMENT OF FERTILIZERS	✓		
11	CORPORATE AFFAIRS	✓	03/05/2016	
12	ENVIRONMENT & FORESTS	✓		
13	FINANCE - DEPARTMENT OF ECONOMIC AFFAIRS	✓		
14	DEPARTMENT OF HEAVY INDUSTRIES & PUB ENTERPRISES -	✓	25/4/2016	
15	MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION	✓		
16	MINISTRY OF TRIBAL AFFAIRS	✓		
17	MINISTRY OF URBAN DEVELOPMENT	✓		
18	MINISTRY OF YOUTH AFFAIRS & SPORTS	✓		
19	DEPARTMENT OF PENSION & PENSIONER'S WELFARE	✓	12-05-2016	Meeting with EMD Manager
20	SOCIAL JUSTICE & EMPOWERMENT	✓		
21	Ministry of Skill Development and Entrepreneurship	✓		
22	Earth Sciences	✓		
23	Ministry of Health and Family Welfare	✓	02-04-2016	Meeting with 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 Administrative Reforms & Public Grievances	✓		
30	DEPARTMENT OF FOOD AND PUBLIC DISTRIBUTION	✓	11-05-2016	
31	DEPARTMENT OF TELECOMMUNICATIONS	✓		
32	Ministry of Power	✓		
33	Ministry of Tourism	✓		
34	Ministry of Human Resource Development	✓		
35	Cabinet Secretariat	✓		

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Annexure-II

DETAILS OF OFFICIALS FOR ROLE DEFINATION IN SPARROW										
Organization Name										
Nodal Co-ordinator										
Nodal Co-ordinator Contrat Number - 9910411660										
S.No	Employee Code (Service Code Number)	Appelation (Mr. Mrs. Etc)	Employee Name	MIC Email ID	Gender (M/F)	Father's Name	Date of Birth (DD/MM/YYYY)	Nationality	Religion (Hindu etc.)	Category Gen, SC, ST etc
1										
2										
Services IPS, IAS, CSS etc	Adhar No. Mandatory for unique identification	Organization (Currently posted Organization	Organisation 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 Appointment (Whether tempratory 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	

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