MOST IMMDAITE

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

2nd Floor, Lok Nayak Bhawan,
Khan Markt, New Delhi

Dated 27th June, 2016

OFFICE MEMORANDUM

Subject : Introduction of 'SPARROW' for CSS /CSSS Officers.

The undersigned is directed to refer to this Department's OM of even number dated 1st April, 2016 on the above mentioned subject and to say that it has been made mandatory for the CSS Officers of Deputy Secretary and above level and equivalent levels in CSSS to record their APARs online through SPARROW for the Reporting Year 2015-16 onwards. Keeping in view the practical difficulties being faced by the Ministries/Department in switching over to 'SPARROW' system, the time-limits for taking preparatory steps including sending online APAR to the officers concerned have been extended vide OM of even number dated 27th May, 2016 and O.M. No. 25/1/2016-CS.II(A) dated 10.06.2016 respectively. Activities undertaken by the Ministries/Departments are being monitored online by this Department. It is revealed that while a majority of the Ministries/Departments have started functioning on this system, no action appears to have been taken by a number of Ministries/Departments. Names of these Ministries/Department are given at Annexures I & II respectively.

2. As the dates for taking preparatory steps are approaching near, it is imperative that all the preparatory steps listed in this Department's OM dated 1.4.2016, 8.4.2016, 13.4.2016, 18.5.2016, 27.5.2016 and 10.6.2016 are completed expeditiously. All the above mentioned OMs are available on the website of this department at the following address www.persmin.nic.in→DoPT→Central Services→ (CSS/CSSS)ACR→General Instructions.

3. In addition, a helpline has also been set up by NIC to solve the difficulties faced by the Nodal Officers in generating of online APARs. Particulars of helpline are as following :

Telephone : 24653220.
Email *eps.helpdesk-dopt@gov.in*

4. The above Ministries/Departments are therefore requested to accord priority to the matter and ensure that following preparatory steps are taken by the end of this Month :

i) Nomination of Custodian, Alternate Custodian, PAR Manager, EMD Manager.
ii) Collection and generation of data in respect of Nodal Officers (including PAR Manager & EMD), officers reported upon and Reporting/Reviewing (in excell format –enclosed at Annexure III) and sending it through email to this Department via NIC mail.
iii) Procuring and distributing DSC to the concerned officers in the Department including reporting and reviewing officers.

5. It is requested that the information may be compiled on-line in excel-sheets and sent to this department by 30.6.2016 (only through email). In case any assistance is required, they may take assistance from the helpline set up for this purpose.

(Chandra Shakhar)
Under Secretary to the Govt. of India
Tele: 24624046
c.shekhar59@nic.in

Encl: Annexure I, II & III.

To

Ministries /Departments

As per List Attached (Annexure I)

Copy for information to :

1. Director CS.I
2. DS CS II.
3. NIC, Shri S.N. Sopari, Sr. Tech. Director), North Block, New Delhi.

Annexure - I

CSS

S No.	Cadre Unit	Whether Roles assigned	Officers Data provided	DSC provided
1	Agricultural Research &Education			
2	Agriculture & Cooperation	√		
3	Animal husbandry Dairying and Fisheries			
4	Bio Technology			
6	Consumer Affairs			
7	Development of NER (DONEAR)			
8	Fertiliser			
9	Finance- Expenditure			
10	Food Processing Industries			
11	I&B - RNI	√		
12	I&B- PIB	√		
13	I&B- Publications Divisin	√		
14	Inter State Council Sectt			
15	IP&P			
16	Legal Affairs			
17	Legislative Deptt.			
19	Minority Affairs			
20	Minority Commission			
21	MSME			
22	NATGRID			
23	NDMA			
24	New & Renewable Energy			
25	NHRC	√		
26	NITI AAYOG	√		
27	Panchayati Raj			
28	Petroleum & Natural Gas			
29	Pharmaceuticals			
30	Posts			
31	Public Enterprises			
32	Registrar General of India			

33	RT&H	√		
34	Rural Deveopment - Land Resources	√		
35	Rural Devp	√	√	
36	SC Commission			
37	Sc. & Tech.			
38	Scientific & Industrial Research			
39	Shipping	√		
40	Silll Development & Enterpreneurship	√		
41	Social Justicer & Empowerment	√		
42	ST Commission	√		
43	Staff Selection Commission	√		
44	Statistics & Prog Implementation	√		
45	UPSC	√		
46	Water Resources	√		
47	WCD	√		
48	Youth Affairs	√		

Annexure - II
CSSS

List of Cadre units from whom the information has been received through e-mail

S.No.	Ministrt/Department
1	Home Affairs
2	Mines
3	Coal
4	Corporate Affairs
5	Textiles
6	Road Transport & Highways
7	Consumer Affairs
8	Urban Development
9	MHRD
10	Youth Affairs & Sports
11	Fertilizers
12	Civil Aviation
13	Law & Justice
14	Department of Empowerment of Persons with Disability
15	Food and Public Distribution
16	Information & Broadcasting
17	Power
18	Water Resources
19	Revenue
20	Supply Division
21	Legislative Department
22	Women & Child Development
23	Culture
24	Defence
25	IP&P
26	Telecommunication

Annexure III

Form for collecting data in respect of Nodal Officers, PAR

Proforma for collecting data in respect of the officers

S No.	Appellation	Name	Employee Code	Gender	Father's Name	Date Of Birth	Nationality	Religion	Category	Service	Cadre Service
1	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
	Mr/Mrs./Ms.		(CSL No.)			DD/MM/YYYY				CSS	Cadre Unit

Contd. From column 12

Allotment Year	Org.	Org. From Date	Login ID	Aadhaar Number	Designation	Type of Appointment	Appointment Order Date	Designation Joining Date	Roles assigned
13.	14.	15	16.	17.	18.	19.	20.	21.	22.
(Date of joining Govt. Service)	(Name of Department)		NIC mail only be given			Regular or adhoc	(on present post)		▪ Officer Reported upon (ORU) ▪ Custodian/Nodal Officer ▪ PAR Manager ▪ EMD Manager ▪ Reporting Officer ▪ Reviewing Officer

Note : For obtaining soft copy of the propforma kindly send email (Nic mail to help desk) eps.helpdesk-dopt@gov.in