

राजीव कुमार  
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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI - 110001

Dated, the 21<sup>st</sup> April, 2015

To

The Chief Secretaries of  
all State Governments/  
Union territory Administrations  
(As per standard List)

Dear Sir/Madam,

As you are aware, SPARROW was launched w.e.f. 01.04.2014 to enable the IAS officers to file their Performance Appraisal Report (PAR) online for the year 2013-2014. I am happy to share with you that 5150 P-ARs were generated online by 31<sup>st</sup> December, 2014. Out of these, 1763 PARs reached dossier in SPARROW after online completion and a substantial numbers were closed at the level of officer reported upon, reporting, reviewing and accepting authority when the software was disabled on the midnight of 31<sup>st</sup> December, 2014 as per Rule 5(1) of All India Services (PAR) Rules 2007. The PARs so closed in the software are available in the respective dossier of the officer in SPARROW and readily accessible to concerned officers, respective State Governments and DoPT. In current year i.e. 2014-15 about 2818 PARs have already been generated online, out of which 357 are pending with different reporting authorities while around 258 are at disclosure/completion stage.

2. The very idea of switch over from manual to online system was to ensure ready access of the PAR dossier by the authorized users, preventing loss of PARs in transition, address the issues of ante-dating, remarks recorded by the Reporting Authorities without dates etc. You would appreciate that all these issues have been addressed in the PARs which are recorded online. That being the first year of online filing, there were some issues relating to making available the DSCs to each officer to authenticate his self-appraisal as well as record the assessment of his subordinate officers, familiarization with the software, etc. Considering these teething problems, the PARs recorded manually were allowed to be taken on record for the year 2013-2014.

3. Since by now all the officers must have been issued DSC and requisite system to enable the officer to file their PARs online would have been in place in each State/Central Ministry/Department, **it has been decided that PARs for the year 2014-15 would be recorded online only and the PARs recorded manually would not be allowed on record.** This would, however, not apply to part PARs for the year 2014-15 which have been written manually and already taken on record.

Contd...2/-



4. May I therefore request you to issue appropriate directions to officer(s), dealing with this subject as well as to IAS officers posted in the Cadre/Ministry to ensure strict compliance of the above.

5. In case, they encounter any difficulty in generating or recording PARs online, they may contact the Help Desk created for the purpose at **011-23093416** or e-mail to **support-sparrow @nic.in** which would be looked into immediately.

Regards

Yours sincerely,



**(Rajiv Kumar)**  
E.O. and AS

Copy to:

**The Secretaries of all Ministries/Departments (as per standard list)**

Copy also to:

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi.
- (iv) The Rajya Sabha Secretariat, New Delhi.
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) Election Commission, New Delhi.
- (vii) UPSC, New Delhi.
- (viii) Central Vigilance Commission, New Delhi.
- (ix) O/o Comptroller & Auditor General, New Delhi.
- (x) Joint Secretary, UT, MHA, North Block, New Delhi.