

F.No.22/15/2018-CS.I(APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, A-Wing, Lok Nayak Bhawan
New Delhi, dated; the 22nd May, 2019.


OFFICE MEMORANDUM

Subject: Introduction of 'SPARROW' across all the grades of CSS, CSSS & CSCS – correction of details of officers/officials in SPARROW data-base - reg.

All the Ministries/Departments are aware that 'SPARROW' (Smart Performance Appraisal Report Recording Online Window) system, from the financial year 2018-19, has been extended across all the grades in CSS, CSSS & CSCS. As a result, data in respect of a large number of officers/officials has to be ported on 'SPARROW' system. Ministries/Departments have already been advised to send data in excel format to this Department for onward transmission to SPARROW-Support to add the details of new entries in data-base.

2. It has been reported by Ministries/Departments that the data created for 'SPARROW' system, bears some factual errors which needs correction. However, the EMDs were not allowed to edit the fields as all the fields were frozen except designation. This results into delay in creation of workflow and generation of APAR. The same was reported to NIC E-Division and it has been confirmed by them that the frozen fields have been rendered unfrozen to enable the EMDs of the nodal Ministries/Departments to edit factual inaccuracies, if any, occurring in the data-base of the officers. However, this facility will be available only for **once**. It means that once the EMDs carry out correction in the data-base, the field will be again locked for editing.

3. All the Ministries/Departments are requested to bring the content of this O.M. to all concerned officers/officials and advise them to use the facility to edit the fields for factual inaccuracy, if any, through their EMD/nodal officer concerned. DoPT would not entertain individual queries in this regard.


(Chandra Shekhar)

Under Secretary to the Govt. of India
Tel: 011-24624046

To

All Ministry/ Department (CSS, CSSS & CSCS).

Copy to:-

1. Deputy Secretary – CS.II (Attn: Shri A.K. Saha), DoP&T, Lok Nayak Bhawan, New Delhi for information and necessary action in respect of CSSS and CSCS.
2. SPARROW E-Division Team through SPARROW help-desk, DoP&T, Lok Nayak Bhawan, New Delhi for necessary action.