

25/1/2016/CS-II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Loknaya Bhawan,
Khan Market, New Delhi-3
Dated, 24th January, 2017.

OFFICE MEMORANDUM

Subject: Introduction of 'SPARROW' for CSSS officers.

The undersigned is directed to refer to this Department's O.M. of even number dated 13.04.2016 regarding introduction of on-line recording system of APARs for CSSS officers. NIC has developed website enabling the officers for filing of APARs for CSS/CSSS with effect from 1/4/2016. The site is accessible on the URL: <https://sparrow-csss.eoffice.gov.in>. In the first phase, SPARROW (Smart Performance Appraisal Report Recording Window) was made applicable for the Principal Staff Officers(PSO) and Senior Principal Private Secretaries(Sr. PPS) level officers in CSSS.

2. In continuation of the decision taken last year, it has now been decided that on-line recording system of APARs through SPARROW would now be applicable for Principal Private Secretaries (PPSs) also. In other words, all the officers from PPS and above levels in CSSS would be required to record their APARs using 'SPARROW' system from the FY 2016-17.

3. Accordingly, following necessary steps are required to be taken by the Ministries/Departments :

S No.	Subject in brief	Action to be taken by
i.	Creation of personal data in respect of all the officers (i.e Nodal Officer, PAR Manager, EMD, officers to be reported upon, Reporting Officer and Reviewing officer).	EMD
ii	Setting up of work flows for generation of PAR	PAR Manager
iii	Generation of PARs and forwarding to the Officers to be reported upon (ORU) for recording their APAR in the Part-II.	Custodian/Nodal Officer
iv.	Providing of Digital Signature Certificate(DSC) to the officers concerned. Alternatively, the officers may avail e-sign facility using the Aadhaar Number linked to their registered mobile number.	General Administration

4. Contents of this OM may be brought to the notice of all concerned. As a first step, data input sheets as per Annexure-I may be prepared and sent to this department (in Excel Format only) at the following e-mail ID latest by 15th February, 2017.

eps.helpdesk-dopt@gov.in

5. In order to resolve any difficulty in generation of APARs in SPARROW, a help line has been set up in this Department. The Ministries/Departments may take assistance from the helpline available at telephone number: 011- 24653220.

6. Ministries/Departments are advised to ensure that personal data of all the officers in their Department is regularly updated on the Personal Information Management System (PIMS). It will help retrieve data quickly in SPARROW. It will be appreciated that data input sheets in Excel format only are made available to this Department latest by 15th February, 2017 at the email address given at para 4 above. It may be also ensured that all the required activities for generation of part I of APARs are completed by 20th March, 2017 to enable the officers concerned to log in to the SPARROW for recording their self assessment in Part II of APAR from 1st April, 2017 onwards by adhering to the existing timeline.



(A.K. Saha)

Deputy Secretary to the Govt. of India
Tele: 24622365

To

Joint Secretaries (Admin)
All Ministries/Departments of CSSS

Copy to :-

- i) Shri SN Sowpari, Sr. Technical Director, NIC, DoP&T, North Block, New Delhi.
- ii) Ms. Rachna Srivastav, HOD, e-office Division, NIC, CGO Complex, Lodhi Road, New Delhi.

Annexure to DoPT's O.M. No. 25/1/2016/CS-II(A) dated 24.01.2017

Data input sheet

S NO.	Appellation (Mr/Mrs./Ms.)	Name	Employee Code	Gender	Father Name	Date Of Birth (DD/MM/ YYYY)	Nationality	Religion	Category	Service	Cadre Service
1	2	3	(CSL No.)	4	5	6	7	8	9	10	11
										Central Service/ All India Service	
										All India Service	
Allotment Year (Date of joining Service)	Org. (Name of present Ministry/Department)	Org. From Date	Designation	Login ID (NIC mail)	Aadhaar Number	Mobile No.	Type of Appointment	Appointment Order Date	Designation Joining Date	Roles assigned*	
12	13	14		15	16	17	18	19	20	21	
							(Present post)				
* Please see para 3 of OM dated 24.01.2017											