

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

2<sup>nd</sup> Floor, A-Wing, Lok Nayak Bhawan  
Khan Market, New Delhi-3  
31<sup>st</sup> October, 2019

**OFFICE MEMORANDUM**

**Sub: Introduction of SPARROW for CSS Officers - reg**

The undersigned is directed to say that 'SPARROW' has been implemented across all the grades of CSS, CSSS & CSCS from the year 2018-19 vide this Department's Office Memorandum of even number dated 10<sup>th</sup> April, 2019. Further, keeping in view the practical difficulties faced by various authorities in recording the APARs, the datelines for filing of online APARs have been extended in terms of Department of Personnel and Training's Office Memorandum No. 21011/02/2015-Estt (A) (Pt. II), dated 18<sup>th</sup> April, 2019 and reiterated by CS-I Division's OM of even number dated 28<sup>th</sup> May, 2019.

2. An analysis of APARs generated on 'SPARROW' reveals that a sizeable number of officers are yet to be mapped up on the system and their APARs are pending for generation. It is necessary that the data in respect of APARs generated in each Ministry across all the grades of CSS, should be analysed to find out the gaps with reference to total strength of officers in a particular grade. In the above context the Ministries/Departments are requested to provide their inputs pertaining to their Department as per the following proforma.

3. It may be appreciated if the information, in respect of each Ministry/Department incorporating the data pertaining to attached and subordinate offices under their administrative control, may also be compiled and sent to this Department **latest by 10<sup>th</sup> November, 2019.**

*Chandra Shekhar*  
(Chandra Shekhar)

Under Secretary to the Govt. of India  
Tel:- 011-2462 4046

To

All Ministries / Departments of CSS

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Name of the Cadre Unit:

Sub Cadre Units, if any: 1.

2.

S. No.	Grade	Total Strength	Total APARs generated	Total Officers yet to be mapped	Reasons for (e)
(a)	(b)	(c)	(d)	(e)	(f)
1.	JS/Dir/DS				
2.	US				
3.	SO				
4.	ASO				