

URGENT

F.No. A-28011/01/2016-Admn.II
Government of India
Ministry of Communications
Department of Telecommunication


20-Ashoka Road,
Sanchar Bhavan, New Delhi-110001

Dated 08th December, 2016

Subject: Implementation of SPARROW (Smart performance Appraisal Report Recording Online Window) in respect of Officers under control of Admn.II.

Reference: O.M no. A-28011/01/2016-Admn.II, dated 05-12-2016 (copy enclosed).

The undersigned is directed to refer to the OM cited above vide which it was stated that SPARROW will be implemented **w.e.f 01-01-2017**. Therefore all the Officials under the control of Admn.II (IRRS, JWO, CSSS, SSS, OL Cadre, Misc. Cadres) are required to make E-Signature, DSC, creating of two E-mails (Name and Designation wise), Employee Code linking of Aadhaar Card with mobile etc. This process should be completed immediately and concerned ^{officials} ~~officials~~ may approach Admn.II, IT Division and NIC Division, if required. **The matter is urgent and top priority may be given to complete the process latest by 16-12-2016.**


(Benoy Choudhury)
Deputy Secretary
Phone – 2303-6554
Fax : 23355571

To

1. Wireless Adviser, WPC Wing, Sanchar Bhawan, New Delhi.
2. Director, Wireless Monitoring Organization (WMO) E-Wing, 3rd floor, Pushpa Bhawan, New Delhi – 110062.
3. PPS to JS (Admn.), Sanchar Bhawan, New Delhi.
4. IT Division for uploading in E-Office.

with a
request
to get
the
above
done

OFFICE MEMORANDUM

Subject:- Implementation of SPARROW (Smart Performance Appraisal Report Recording
Online Window in respect of Officers of Indian Radio Regulatory Service and JWOs of
WPC/WMO.

The undersigned is directed to refer to the subject mentioned above and to state that this Deptt. is considering for implementation of SPARROW project for online filling and submission of APAR in respect of JWOs and Group 'A' officers of IRRS of WPC / WMO. The details of the project are as follows:-

- DS (Admn.II)*
latest of the
timeline for
submission.
by
6/12
- The SPARROW project will be taken place w.e.f 01.01.2017. Project should be completed by 31.12.2016
 - There will be two signature Viz. E-Sign or DSC. E-Sign for class I and DSC for Class II employee.
 - AADHAR and Mobile Number will be linked with the SPARROW Id of each employees.
 - Nodal officer for Indian Radio Regulatory Service will be DS (Admn.II).
 - All officers have to create two e-mails. One designation wise and another name wise at nic.in or *gov.in*
 - Data has to be entered in *APAR SPARROW by Admin*
 - There will be 06 digit E-employee code.
 - The details *entered* in AADHAR should be same as that entered in the Service Book and PAN Card of concerned employee. If not, it should be corrected.
 - The data of Employees who are on Deputation should also be entered in the SPARROW platform.

2. All the JWOs and Group 'A' officers of IRRS are requested to update their details in PAN CARD, AADHAR as per Service Book & create two e-mails under nic domain or gov.in (one designation wise and another name wise).

3. WPC and WMO is requested to bring this O.M to the notice of all offices and officers under their control. WPC/WMO is also requested to furnish the details as sought in respect of officers vide this office's O.m of even NO. dt. 12th September, 2016. If not provided yet.

Benoy Choudhury
(Benoy Choudhury)
Deputy Secretary to the Govt. of India

Encl:- As above.

Copy To:-

- Wireless Adviser, WPC Wing.
- Director (WMO), WMO, Pusph Bhawan.
- ✓ PS to JS(A) { for information to JS(A)}