

Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road
New Delhi - 110 001

New Delhi, Dated the **06/04/2017**

Subject: Implementation of eOffice-Lite (SPARROW) in DoT – Learning & Testing of Portal and Workshop for Role Admin/Nodal Officers (PAR Custodian & EMD Manager).

As you are aware that eOffice-Lite (SPARROW) is being implemented (<https://sparrow-dot.eoffice.gov.in/>) for DoT Officers (ITS, IP&T AFS, IP&T BWS and IRRS Cadres) for filling up of eAPAR from the year 2016-17 onwards.

2. The eOffice-Lite (SPARROW) portal of DoT is being made functional for awareness, learning and testing during 07.04.2017 to 12.04.2017. The instructions and manuals issued by IT division on the subject are available at <http://dot.gov.in/circular-and-notifications/2323>. Subsequently, the portal would be made live after necessary modifications, if any and after deleting all the eAPARs generated temporarily for the learning and testing purposes.

3. A meeting-cum-workshop session for Role Admin/Nodal Officers (PAR Custodian & EMD Manager) and Super-Custodian [DDG(Estt.), DDG(E&F) and JS(A)] has been scheduled under the chairmanship of AS(T)/ JS(A) as per details given below:

Date & Time: 12.04.2017 (Wednesday) at 10:00 AM onwards

Venue: Conference Hall, 13th Floor, Sanchar Bhawan, New Delhi

4. The cadre controlling authorities are requested to kindly obtain following information in respect of Reporting Officers & Reviewing officers (not part of any SPARROW instance of Government of

India), other than DoT Officers, from Role Admin/ Nodal officers at the earliest but not later than 11th April 2017 and provide the compiled information (unique records) to IT division by 12th April 2017 for creation of necessary database in respect Reporting Officers & Reviewing Officers in SPARROW instance of DoT.

a) Annexure-I: Information (18 field) in respect of Reporting Officers & Reviewing officers, other than DoT officers, who are Government of India employee and not part of any SPARROW instance of Government of India

b) Annexure-II: Information (19 field) in respect of Reporting Officers & Reviewing officers, who are Non-Government/ PSU employee

5. This is issued with the approval of **SANJAY KUMAR MITTAL, DDG(SKM)-IT, O/o DDG(IT)**

Enclosure:

- a) Annexure-I (18 field)
- b) Annexure-II (19 field)

(Vinai Kumar Kanaujia)
Director(IT)
Telephone-23036509

To:

DDG(Estt.), DDG(E&F) and JS(A)

Copy to:

- 1. Role Admin/Nodal Officer through Cadre Controlling Authorities
- 2. NIC-DoT

Additional Copy to:

- 1. SO (G-II) - For booking of venue as per details given above and making arrangement for working Lunch for 60 Officers
- 2. ADG (IT-III) - For Laptop and other connectivity arrangements
- 3. NIC-DoT - For providing Internet facility
- 4. Manager, Canteen, 8th Floor - For making arrangement for Water, Tea & Biscuits for 60 officers.

Annexure-I

(Information in respect of Reporting Officers & Reviewing officers, other than DoT officers, who are Government of India employee and not part of any SPARROW instance of Government of India)

(1)	(2)	(3)	(4)	(5)	(6)
S.No	Employee Code	Appellation	Official Name	Gender	Father's Name

Continued....

(7)	(8)	(9)	(10)	(11)	(12)
Date of Birth	Nationality	Religion	Aadhar Number	NIC Email ID e.g. abc@nic.in	Mobile No

Continued....

(13)	(14)	(15)	(16)	(17)	(18)
Organisation Name	Service	Designation	Type of Appointment	Appointment Date	Allotment Year

Annexure-II

(Information in respect of Reporting Officers & Reviewing officers, who are Non-Government/ PSU employee)

(1)	(2)	(3)	(4)	(5)	(6)
S.No	Employee Code	Appellation	Official Name	Gender	Father's Name

Continued....

(7)	(8)	(9)	(10)	(11)	(12)
Date of Birth	Nationality	Religion	Aadhar Number	NIC Email ID e.g. abc@nic.in	Mobile No

Continued....

(13)	(14)	(15)	(16)	(17)	(18)	(19)
Organisation Name	Service	Designation	Type of Appointment	Appointment Date	Allotment Year	Whether this officer is reviewing or reporting eAPAR of more than 4 officers (YES/NO)