

New Delhi

Dated the 07th April, 2017.

OFFICE MEMORANDUM

Subject: Implementation of online recording of Performance Appraisal Reports(PARs) for IP&T AFS officers w.e.f 2016-2017

As per extant guidelines of DoP&T, Government of India, I have been directed to inform that the competent authority has decided to implement online e-APAR system for all IP&T AFS officers (and other Group A services), using NIC developed software, 'SMART PERFORMANCE APPRAISAL REPORT RECORDING ONLINE WINDOW' (SPARROW) w.e.f 2016-17. Therefore, all the APARs for period ending on 31st March' 2017 will be required to be now filled in online mode.

2. The online electronic APAR system will improve transparency and streamline the filling, reporting of entries, record keeping and easy retrieval. Following key benefits are expected:

- a) More probity and transparency in recording of PARs.
- b) No loss of PARs in transition.
- c) Better monitoring and timely completion.
- d) Easy and immediate access to the dossiers by authorized users.

3. The list of nodal officers responsible for management of Employee data and PAR alongwith their jurisdiction details has been issued vide letter of even number dated 07th April 2017. The individual officer may contact their nodal officer in case of any questions/clarifications.

4. The list of URLs (web links) containing various details for smooth implementation of SPARROW system for IP&T AFS officers is as follows:

Sl.	URL	Details
(a)	https://sparrow-dot.eoffice.gov.in/	SPARROW Portal of DoT for recording online PARs
(b)	Home / Circulars / Information Technology(IT) Information Technology(IT) http://dot.gov.in/circular-and-notifications/2323	Manuals and instructions issued by IT Division, DoT HQ in respect of implementation of SPARROW
(c)	Home / Circulars / Staff and Establishment of Accounts Personnel (SEA) Staff and Establishment of Accounts Personnel (SEA) http://dot.gov.in/circular-and-notifications/2331	Instructions issued to officers and Nodal Officers in respect of implementation of SPARROW for IP&T AFS.

5. All the officers are requested to acquaint themselves with online APAR systems to avoid any last minute hiccups. Following step by step activities are envisioned :-

a) Role Admins/Nodal officer (PAR custodian and EMD Manager) will seek leave/Training period details of every officer under their organization by 12th April 2017. The individual should fill their personal details and leave records as per Annex I attached and send the self-certified scanned copy to their nodal officers at the earliest using name based official e mail id. In case the officer has served under more than one officer and more than one APARs are to be generated, then he/she has to submit the details as per Annex I for all such periods.

b) As administrator, the Role Admins/nodal officer will create the online APAR and push the APAR Performa to the individual officers by second week of April 2017.

c) The individual officers will fill in the self appraisal latest by third/fourth week of April, 2017. The actual dates(s) will be informed separately.

6. Pre-requisites for working on sparrow system are:

a) All officers are required to have the name based email id [Domain: @nic.in or @gov.in] and AADHAAR no. as well as their mobile no. should be updated in AADHAAR database to receive One-time pass word (OTP) for e Sign.

b) Access to scanners for scanning of manual PAR, wherever required for Role Admins/nodal officer, i.e. PAR Custodian.

7. In view of the above, all IP&T AFS officers are requested to kindly go through the instructions and manuals available at above indicated URLs and prepare themselves for completing the online PARs w.e.f. 2016-17 in online mode through SPARROW system.


(Manish Kumar Gupta)
Director (SEA)

Tele : 23716024/23036103

To,

PPS to Secretary (T)

PPS to Member (F)

PPS to Additional Secretary (T)

PPS to Advisor (F)

Sr. DDG (LFP) and All Pr CCA/DG NICF

All DDG's in DOT HQ(Finance), Jt Administrator(USOF -Finance)/CCAs.

DDG (PAF), DoP HQ,

All Role Admins/Nodal Officers . -- for information and necessary action

All IP&T AFS Officers in DOT/DoP/BBNL or on Deputation - through e mail : for information and necessary action.

Director (IT) for updating on DOT website.

(Note : in case of more than one report is required to be raised, separate details for each span of report is to be submitted)

Details to be duly filled in and Provided by IP&T AFS Officer(s) to their Nodal Officer

1	Name of the officer				
2	Date of Birth				
3	Date of Initial appointment				
4	Date of continuous appointment to present grade				
5	Date of appointment to present post				
6	Present Reporting officer* : Name, Service, name based gov.in email id (if any) and staff no. if any				
	In case of deputation, Service and batch				
7	Present Reviewing officer* : Name, Service, name based gov.in email id (if any) and staff no. if any				
	In case of deputation, Service and batch				
8	Period of absence from duty (on training, leave, etc) during the year. If he has undergone training, please specify				
	Absence Category	Period from	Period To	Type	Remarks

Self Certification: Certified that the information provided above is true and correct to the best of my knowledge.

(Signature)

Name:

Staff No.

* : In case there are multiple periods of reporting and review during the year, details of each reporting/ reviewing officer with period thereof may be provided.