

Most Immediate

No. 16014/3/2017-VC  
Government of India  
Ministry of Home Affairs  
ACR Cell

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New Delhi, the 27<sup>th</sup> January, 2017

OFFICE MEMORANDUM

**Subject :- Introduction of online filling of APAR for PPS of CSSS in 'SPARROW'-regarding**

The undersigned is directed to enclose a copy of Department of Personnel & Training's OM No. 25/1/2016/CS-II(A) dated 24<sup>th</sup> January, 2017 on the above subject, which is self-explanatory. The DoP&T has decided to implement the Smart Performance Appraisal Report Recording Online Window (SPARROW) system **in respect of Principal Private Secretaries (PPS) level officers in CSSS w.e.f 1<sup>st</sup> April, 2017** i.e. for the APAR year 2016-2017. The site is accessible on the URL:https://sparrow-csss.eoffice.gov.in.

2. In order to make the e-filing of APAR through e-sign in SPARROW, each PPS is required to have Aadhaar Number to submit his/her APAR in SPARROW. **To avail the e-sign facility, the concerned Officer is required to update the Aadhaar Number in SPARROW and thereafter, the officers would be able to submit his/her APAR online in SPARROW, by entering OTP which would be received in his/her registered mobile number.**

3. From the Administrator's end, the details of each PPS as in Annexure-I is urgently required by DoP&T. The particulars of the Reporting Authority of the individual officer i.e. name, designation and periodicity of having worked with each Reporting Authority during from 01.04.2016 to 31.03.2017 are also urgently required for generating the blank forms of APAR online in SPARROW.

4. Therefore, all the Principal Private Secretaries (PPS) of CSSS, are requested to get Aadhaar Number if already not available. In the meanwhile, they are also requested to **furnish the personal details in prescribed formats (Annexure-II and II) alongwith details of Reporting Authority duly verified by their Reporting Authority** to ACR Section, Room No. 95-A, North Block, MHA by **05<sup>th</sup> February, 2017, positively.**



(Subhendu Hota)  
Under Secretary to the Govt. of India  
Tel: 23093178

To,

- (i) All the PPS of CSSS posted in MHA/DoJ/DoL (As per list attached)
- (ii) SO (IT Cell), MHA for uploading the OM on website(mha.nic.in)

S.No.	Title	EmpName	Designation	Profile	Division
1.	Shri	J.M.P. Nadh	Principal Private Secretary	[O/o JS(PM)]	Police Modernisation Division, MHA
2.	Shri	Tara Chand	Principal Private Secretary	[O/o Secretary (OL)]	Department of Official Language
3.	Shri	Anil Dhawan	Principal Private Secretary	[O/o JS(F)]	Foreigners Division, MHA
4.	Shri	Manjeet Singh	Principal Private Secretary	[O/o Director (CS-II)]	Center-State Division, MHA
5.	Shri	Sansar Chand Birdi	Principal Private Secretary	[O/o JS(F)]	Foreigners Division, MHA
6.	Shri	Mukesh Kumar	Principal Private Secretary	[O/o AS(DM)]	Disaster Management Division, MHA
7.	Shri	Om Prakash	Principal Private Secretary	[O/o JS(IS.II)]	Internal Security Division-II, MHA
8.	Shri	Vinod Kumar Manuja	Principal Private Secretary	[O/o JS(K)]	Jammu & Kashmir Division
9.	Ms.	Chandrika Dubey	Principal Private Secretary	[O/o JS (Admin)]	Administration Division, MHA
10.	Shri	Rajan Gera	Principal Private Secretary	[O/o JS(IS-II)]	Internal Security Division-II, MHA
11.	Shri	R. Rangarajan	Principal Private Secretary	[O/o HM]	Ministry of Home Affairs
12.	Shri	Sanjeev Vohra	Principal Private Secretary	[O/o MOS (Home)]	Ministry of Home Affairs
13.	Ms.	Sangita Srivastava	Principal Private Secretary	[O/o SS(CFT)]	Ministry of Home Affairs
14.	Shri	Satish Chander Kargeti	Principal Private Secretary	[O/o HS]	Ministry of Home Affairs
15.	Smt.	Jyoti Chopra	Principal Private Secretary	[O/o AS(P)]	Police Division, MHA
16.	Shri	Anil Kumar Khosla	Principal Private Secretary	[O/o JS(P-I)]	Police Division-I, MHA
17.	Shri	Devendra Singh	Principal Private Secretary	[O/o Sec(BM)]	Border Management Division, MHA
18.	Shri	K. Chandru	Principal Private Secretary	[O/o JS(UT)]	Union Territories Division, MHA
19.	Shri	Vikram Nair	Principal Private Secretary	[O/o AS(LWE)]	Left Wing Extremism Division, MHA
20.	Shri	Anita Gianey	Principal Private Secretary	[O/o (DS.II)]	North East Division, MHA
21.	Smt.	Purpal Kaur Soni	Principal Private Secretary	[O/o Sr. S Advisor (NM)]	Left Wing Extremism Division, MHA
22.	Shri	V.K. Gulati	Principal Private Secretary	(DEA)	Ministry of Finance

**Excel Sheet Data**

S.No.		
1.	S.No.	
2.	Appellation (mr/Mrs./Ms.)	
3.	Name	
4.	Employee Code (CSL No.)	
5.	Gender	
6.	Father Name	
7.	Date of Birth (DD/MM/YYYY)	
8.	Nationality	
9.	Religion	
10.	Category	
11.	Service Central Service/AII India Service	
12.	Cadre Service	
13.	Appointment year. (Date of joining Service)	
14.	Org. (Name of present Ministry/Department)	
15.	Org. From Date	
16.	Designation	
17.	Login ID(NIC mail)	
18.	Aadhar Number	
19.	Mobile No.	
20.	Type of Appointment (Present post)	
21.	Appointment Order Date	
22.	Designation on Joining Date	
23.	<del>Roles assigned</del> *	

**Annexure-II**

Name :  
Designation :  
Present Posting :  
Aadhaar No. :

Period/Partial Period	Reporting Authority (Name & Designation)

Signature of Senior PPS

Signature of Reporting Authority(s)

1.

2.

25/1/2016/CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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3<sup>rd</sup> Floor, Loknaya Bhawan,  
Khan Market, New Delhi-3  
Dated, 24<sup>th</sup> January, 2017.

OFFICE MEMORANDUM

Subject: Introduction of 'SPARROW' for CSSS officers.

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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 CSSS/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 :

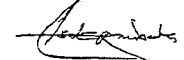
S No.	Subject in brief	Action to be taken by
i.	Creation of personal data in respect of all the officers ( i.e Nodal Officer, PAR Manager, EMD, officers to be reported upon, Reporting Officer and Reviewing officer).	EMD
ii.	Setting up of work flows for generation of PAR	PAR Manager
iii.	Generation of 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 15<sup>th</sup> February, 2017.

[eps.helpdesk-dopt@gov.in](mailto: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 15<sup>th</sup> 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 20<sup>th</sup> March, 2017 to enable the officers concerned to log in to the SPARROW for recording their self assessment in Part II of APAR from 1<sup>st</sup> 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.