

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

New Delhi, the 07th February, 2017

OFFICE MEMORANDUM

Subject :- Introduction of online filling of APAR for Under Secretaries level officers of CSS in SPARROW-regarding

The undersigned is directed to refer to ACR Cell's OM of even number dated 27th January, 2017 (copy enclosed) on the above mentioned subject and to state that the desired information in respect of 84 Under Secretaries (list enclosed) have not so far ^{been} received.

2. It is, therefore, again requested to **furnish the details in prescribed formats (Annexure-I and II) by 10th February, 2017.** It may please be noted that the ACR Cell of the Ministry will not be able to generate the blank APAR forms for 2016-2017 without the complete information to be submitted by the officers in Annexure-II & II. Therefore, this information may kindly be furnished immediately, without fail so as to enable the Ministry to complete in APAR process in time.



(Subhendu Hota)

Under Secretary to the Govt. of India
Tel: 23093178

To,

- (i) Officers of Under Secretaries (As per list attached).**
- (ii) SO (IT Cell), MHA for uploading the OM on website(mha.nic.in).**

Most Immediate

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

New Delhi, the 27th January, 2017

OFFICE MEMORANDUM

Subject :- Introduction of online filling of APAR for Under Secretaries level officers of CSS in SPARROW-regarding

The undersigned is directed to enclose a copy of Department of Personnel & Training's OM No. 22/10/2015/CS-I(APAR) dated 18th 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 Under Secretary level officers of CSS w.e.f 1st April, 2017** i.e. for the APAR year 2016-2017. The site is accessible on the URL:<https://sparrow-css.eoffice.gov.in>.

2. In order to make the e-filing of APAR through e-sign in SPARROW, each Under Secretary 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 officer would be able to submit his/her APAR online in SPARROW by entering OTP which would automatically be received in his/her registered mobile number.

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

4. Therefore, all the Under Secretaries of CSS, 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-I and II) alongwith details of Reporting Authority and Reviewing Authority duly verified by their Reporting Authority to ACR Section, Room No. 95-A, North Block, MHA by 05th February, 2017, positively.

(Subhendu Hota)

Under Secretary to the Govt. of India

Tel: 23093178

To,

- (i) All the Under Secretaries of CSS 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	Ashok Kumar Shah	Under Secretary	(Deemed Suspension)	
2.	Shri	Deepak Mitra	Under Secretary	(FFR)	MHA, FF Division, Branch Secretariat,
3.	Smt.	Prem Lata Kaushik	Under Secretary		Department of Justice
4.	Shri	D.C. Pathak	Under Secretary		Department of Justice
5.	Shri	Rajinder Singh Sidhu	Under Secretary	(Monitoring Cell)	Department of Justice
6.	Shri	S. Vijay Gopal	Under Secretary	(J-II)	Department of Justice, MHA
7.	Shri	N. Khamchin Thang	Under Secretary		Department of Justice, MHA
8.	Shri	Sanjay Chatterjee	Under Secretary	(Justice)	Department of Justice, MHA
9.	Shri	Raj Kumar Soni	Under Secretary	(PM-III)	Police Modernisation Division, MHA
10.	Shri	Anil Kumar Gharai	Under Secretary	(PM-I)	Police Modernisation Division, MHA
11.	Shri	Vikas Srivastava	Under Secretary	(Costal Security)	Border Management Division, MHA
12.	Shri	Debashish Halder	Under Secretary		Border Management Division, MHA
13.	Shri	Harish Kumar Wadhwa	Under Secretary	(BM.I)	Border Management Division, MHA
14.	Shri	Arun Sobti	Under Secretary	(PR)	Center-State Division, MHA
15.	Shri	Abhimanyu Kumar Manish	Under Secretary		Center-State Division, MHA
16.	Shri	Mani Ram	Under Secretary	(M&G/CSR-III)	Center-State Division, MHA
17.	Shri	M.K. Meena	Under Secretary		Coordination Division, MHA
18.	Shri	Pankhi Lal Meena	Under Secretary	(SERVICES)	Department of Official Language, MHA
19.	Smt.	Stella Khakha	Under Secretary	(Policy)	Department of Official Language, MHA
20.	Shri	Yash Pal Devgan	Under Secretary	(OL)	Department of Official Language, MHA
21.	Shri	Chandra Mohan Sharma	Under Secretary	(DM-II-B)	Disaster Management Division, MHA
22.	Shri	Surendra Thakur	Under Secretary	(DM-III)	Disaster Management Division, MHA
23.	Shri	Ashutosh Anand	Under Secretary	(V)	Foreigners Division, MHA
24.	Ms.	Anjana	Under Secretary	(MU)	Foreigners Division, MHA
25.	Shri	Brajesh Kumar Singh	Under Secretary	(FCRA)	Foreigners Division, MHA
26.	Shri	Deepak Kumar	Under Secretary	[Under Suspension]	Foreigners Division, MHA
27.	Shri	Subhash Chand Solanki	Under Secretary	(Citizenship)	Foreigners Division, MHA
28.	Shri	Raju Lal Meena	Under Secretary	(FF-NZ))	Freedom Fighters & Rehabilitation Division, MHA
29.	Shri	Yogendra Prasad Ojha	Under Secretary		Freedom Fighters & Rehabilitation Division, MHA
30.	Shri	Tilak Raj	Under Secretary		Freedom Fighters & Rehabilitation Division, MHA
31.	Shri	Saroj Kumar Parida	Under Secretary	(R)	Freedom Fighters & Rehabilitation Division, MHA
32.	Shri	Rajesh Budgujjar	Under Secretary	(BUD)	Freedom Fighters & Rehabilitation Division, MHA
33.	Shri	Umesh Chandra Srivastava	Under Secretary	(HR)	Human Rights Division, MHA
34.	Shri	V. Viswanathan	Under Secretary	(Legal)	Internal Security Division-II, MHA
35.	Shri	Jasbir Singh-II	Under Secretary	(NI-II)	Internal Security Division-III, MHA
36.	Shri	Anand Joshi	Under Secretary	(Under Suspension)	International Cooperation, MHA
37.	Smt.	Surinder Rani	Under Secretary	[Excess]	Judicial Division, MHA
38.	Shri	Thangkhonun Haokip	Under Secretary	(J)	Judicial Division, MHA
39.	Shri	Manas Mondal	Under Secretary	(J)	Judicial Division, MHA
40.	Shri	Sunil Bareja	Under Secretary	(AD-III)	Administration Division, MHA
41.	Shri	Amarendra Singh	Under Secretary	(Ad.II)	Administration Division, MHA
42.	Smt.	Ipsita Saha Paul	Under Secretary	(U/P)	Administration Division, MHA
43.	Shri	D.S. Parihar	Under Secretary	(Ad.V)	Administration Division, MHA
44.	Smt.	Renu Suri	Under Secretary	(Coord-III)	Coordination Division, MHA
45.	Shri	Hillarius Kujur	Under Secretary	(Coord.I)	Coordination Division, MHA
46.	Shri	Pramod Kumar	Under Secretary	(OSI)	Foreigners Division, MHA
47.	Shri	Rajendra Prasad Sati	Under Secretary	(FF-P)	Freedom Fighters & Rehabilitation Division, MHA
48.	Shri	K.W. Sherpa	Under Secretary	AFA(Home)	Integrated Finance Division, MHA
49.	Shri	Anil Pradhan	Under Secretary	AFA(Pers)	Integrated Finance Division, MHA
50.	Shri	Pumchinkhup Guite	Under Secretary	(Budget.II)	Integrated Finance Division, MHA
51.	Shri	Ashok Kumar Bawalia	Under Secretary	(Budget-II)	Integrated Finance Division, MHA

S.No.	Title	EmpName	Designation	Profile	Division
52.	Shri	Kumar Manoj Kashyap	Under Secretary	(Fin-II)	Integrated Finance Division, MHA
53.	Shri	Manoj Kumar Singh	Under Secretary	(Fin-I)	Integrated Finance Division, MHA
54.	Shri	Jasbir Singh	Under Secretary	(FIN-iii)	Integrated Finance Division, MHA
55.	Shri	Jitender Malik	Under Secretary	(Fin.IV)	Integrated Finance Division, MHA
56.	Shri	Ravindra Nath Singh	Under Secretary	(CFT)	Internal Security Division-I, MHA
57.	Shri	Rakesh Kumar	Under Secretary	(IS-I)	Internal Security Division-I, MHA
58.	Shri	Vijay Kumar Upadhyay	Under Secretary	(IS-VI)	Internal Security Division-I, MHA
59.	Shri	Narayan Singh Bisht	Under Secretary	(IS-IV)	Internal Security Division-I, MHA
60.	Shri	Neh Srivastava	Under Secretary	[VS]	Internal Security Division-II, MHA
61.	Shri	Rajesh Ranjan	Under Secretary	[NCB & Coord]	Internal Security Division-II, MHA
62.	Ms.	Pratibha Saxena	Under Secretary	(K-VI)	Jammu & Kashmir Division, MHA
63.	Shri	Robin Gangte	Under Secretary	(K-III)	Jammu & Kashmir Division, MHA
64.	Shri	Devendra Prasad	Under Secretary	(K-II)	Jammu & Kashmir Division, MHA
65.	Shri	Swaraj Khurb	Under Secretary	(K-VI)	Jammu & Kashmir Division, MHA
66.	Shri	Hemant Dhasmana	Under Secretary	(LWE-III)	Left Wing Extremism Division, MHA
67.	Shri	Bidip Kumar Biswas	Under Secretary	(AMCDRR)	Left Wing Extremism Division, MHA
68.	Shri	Ram Naresh	Under Secretary	(LWE-I)	Left Wing Extremism Division, MHA
69.	Shri	Vijay Kumar	Under Secretary	(LWE.I)	Left Wing Extremism Division, MHA
70.	Ms.	Gracy James	Under Secretary	(LWE-II)	Left Wing Extremism Division, MHA
71.	Shri	Arvind Nath Jha	Under Secretary	(NE-I)	North East Division, MHA
72.	Shri	Akhil Chandra Jha	Under Secretary	(NE-IV)	North East Division, MHA
73.	Ms.	Uma Magesh	Under Secretary	(NE)	North East Division, MHA
74.	Shri	Mukesh Sahwney	Under Secretary	(IPS-IV)	Police Division-I, MHA
75.	Shri	Ajay Kumar Singh	Under Secretary	(IPS-I)	Police Division-I, MHA
76.	Shri	Vinod Kumar	Under Secretary	(G Desk)	Police Division-II, MHA
77.	Shri	Rajender Singh Khichi	Under Secretary	(PF-V)	Police Division-II, MHA
78.	Shri	Joginder Prasad	Under Secretary	(PF-III)	Police Division-II, MHA
79.	Shri	Lalit Kapoor	Under Secretary	(Pers.II)	Police Division-II, MHA
80.	Shri	Md. Nasim Khan	Under Secretary	(UTL)	Union Territories Division, MHA
81.	Shri	Dilip Kumar	Under Secretary	(UTS.I)	Union Territories Division, MHA
82.	Shri	R.K. Pandey	Under Secretary	(UTL)	Union Territories Division, MHA
83.	Shri	Sanjay Kumar	Under Secretary	(ANL)	Union Territories Division, MHA
84.	Shri	Satish Kumar Singh	Under Secretary	(PLG.)	Union Territories Division, MHA

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.	Roles assigned*

Annexure-II

Name :

Designation :

Present Posting :

Aadhaar No. :

Period/Partial Period	Reporting Authority (Name & Designation)	Reviewing Authority (Name & Designation)

Signature of Under Secretary

Signature of Reporting Authority(s)

1.

2.