

**F. No. 13021/15/2016-IES
Government of India
Ministry of Finance
Department of Economic Affairs
(IES Cadre)**

**Room No. 59, North Block,
New Delhi, dated: 26th March, 2018**

OFFICE MEMORANDUM

Subject: Implementation of SPARROW software for recording of APARs w.e.f. 2nd April 2018-reg.

In continuation of this Department's OM of even number dated 28th February, 2018 on the captioned subject, the undersigned is directed to inform that the SPARROW software will be made operational and the website enabling online filing of APAR for IES Officers will be made live and accessible through <http://sparrow-ies.gov.in> w.e.f. 2nd April, 2018.

2. As mentioned in this Department's OM dated 28th February, 2018, Ministries/Departments are required to nominate following functionaries for managing online filing of APARs:

(i) Custodian (Nodal Officer): A person authorized to sign Section I of the APAR and would have overall responsibility for complete APAR management in the Ministry/Department (at the level of Director/Joint Secretary).


(ii) PAR Manager: A person responsible for creating hierarchical workflow in the software for the purpose of recording of APARs of the officers working in the Ministry/Department (Under Secretary/Deputy Director).

3. After receipt of information from individual Ministries/Departments, NIC shall be assigning roles to Custodian and PAR Manager and the officers posted at Ministries/Departments could start using the software for online filing of APARs.

4. All the nominated officers and user IES officers must have an **NIC email id** and **Digital Signature Certificate** for using the software.

5. Training would be organized for the (Custodians and PAR Managers) well as user officers after the role assignment is completed by NIC. The dates of training would be intimated separately.

6. The information regarding names, designation and contact details including NIC email ids of Custodians and PAR Managers may be provided to the undersigned by latest by 28th March, 2018 without fail.


(Sushma Kindo)
Deputy Director
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To,

1. Joint Secretary (Admn./Estt.) of all participating Ministries/Departments where IES Officers are posted.

Copy also to:

PPS to Secretary, EA/OSD to CEA/PS to Adviser(IES)/PA to Director(IES)/ AD(GKJ)/ AD(ABK)/AD(DV)