

भारत सरकार
Government of India
सुचना एवं प्रसारण मंत्रालय
Ministry of Information & Broadcasting
भा.सु. से. अनुभाग
IIS Section

Subject:- PAR Managers to start work for smooth functioning of SPARROW for 2017-18 - reg.

For kick starting the process of online filling up of SPARROW for the Assessment Year 2017-18 the PAR Managers of all media units have to adhere to the following timeline strictly:

S. No.	Job Description	Starting date	Ending date	Compliance report to be sent to the Ministry by
I.	Creation of workflow in respect of IIS officers who are presently on their rolls including those working in other organization/media units on loan basis.	With immediate effect	09.03.2018 (Friday)	12.03.2018 (Monday)
II.	Generation of online APAR after entering Section I details.	01.04.2018 (Sunday)	11.04.2018 (Wednesday)	13.04.2018 (Friday)

2. The PAR Managers of media units should also ensure that all the IIS officers and the officers in their respective workflow must have:

- i) a valid Digital Signature Certificate;
- ii) a valid NIC email ID and
- iii) their AADHAAR number linked with their mobile numbers.

3. The PAR Managers shall send in a compliance report with regard to para 2 to the Ministry of I&B by 12.03.2018.

4. It will be the responsibility of the concerned PAR Manager to create the workflow(s) in respect of all the officers posted in that media unit as on 31.03.2018 even if the officer has worked at more than one media unit during the Assessment Year 2017-18 (01.04.2017 to 31.03.2018).

5. The time schedule for various activities for SPARROW for the Assessment Year 2017-18 in respect of IIS officers will be as follows:

Activity	Cut-off Dates for IIS (assessment year 2017-18)
Creation/Generation of online APAR and transmission to officer concerned.	30 th April
Self-appraisal by the officer reported upon	31 st May
Appraisal by reporting authority	30 th June
Appraisal by reviewing authority	31 st July
Appraisal by accepting authority	31 st August
Disclosure to the officer reported upon	15 th September
Representation of the officer Reported upon against the comments/ grading of reporting/ reviewing / accepting authority, if any.	15 th October
Comments of reporting authority on the representation	31 st October
Comments of reviewing authority on the representation	15 th November
Comments of accepting authority on the representation	30 th November
APAR to be finalized and disclosed to the officer reported	15 th December
End of entire APAR Process	31 st December

6. The above time schedule should be followed strictly and scrupulously.

7. In addition to the above the following points are also stated:

- There will be no extension of the last date whatsoever.
- No physical/hard copy of APAR will be accepted.
- The Custodian/Alternate Custodian/PAR Managers should sensitise the IIS officers in their media units so that the entire APAR process can be completed on time.



15-02-2018

(D. K. Chawla)

Under Secretary to the Govt. of India

Tel: 2338 9460

All PAR Managers (as per list)

Ministry of I&B I.D. No. A – 28011/1/2018-IIS dated: 15.02.2018

- Copy to: 1. All Custodians of SPARROW (as per list)
2. PS to JS (P&A) for information

Sno.	Media unit	Custodian of SPARROW	PAR Manager
1.	DAVP	Shri Ghansyam Goel Director General, DAVP, New Delhi	Shri L. Madhunag, Director, DAVP, New Delhi
2.	DFP	O/o Media Head, DFP, New Delhi	Shri Uttam Biswas, Assistant Director, DFP, New Delhi
3.	EMMC	Shri Satish Namboothiripad ADG, EMMC, New Delhi	Shri Kamla Verma, Deputy Director, EMMC, New Delhi
4.	NSD:AIR	Shri Sitanshu Ranjan Kar, DG(News), NSD:AIR, New Delhi	Shri Rajesh Kumar Jha, Director (News), NSD:AIR, New Delhi
5.	PIB	Shri Frank Noronha, Principal Director General(M&C),PIB, New Delhi	Shri Manoj Kumar Nirbheek, Deputy Director (Vig.), PIB, New Delhi
6.	DDN	Smt.Ira Joshi DG, DDN, New Delhi	Ms. Navika Gupta**, DD(A), DDN, New Delhi
7.	DPD	Shri Pushpinder Kaur, Director (A), DPD, New Delhi	Shri B.K.Biswas, Dy. Director (A), DPD, New Delhi
8.	RNI	Smt. Himani Sarad, Dy. Press Registrar, RNI, New Delhi	Shri Anand Chaturvedi, Registration Assistant, RNI, New Delhi
9.	DPR (Def.)	Sh. Nungsanglemba Ao, Director (PR), DPR (Def.), New Delhi	Sh. G. Singaravelu, Director (Adm), DPR (Def.), New Delhi
10.	NMW	Shri Chaitanya Prasad,ADG, NMW, New Delhi	Shri Simmi Kumar, RO (Admin), NMW, New Delhi
11	NFAI	Shri Prakash Bhupal Magdum Director, NFAI, Pune	Shri Santosh Gopal Ajmera, O.S.D., NFAI, Pune

** Till another officer in place of Ms. Navika Gupta, DD is designated as PAR Manager.