

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

Subject: Annual Performance Appraisal Report through SPARROW for the Assessment Year 2018-2019 - reg.


For kick starting the process of online filling up of SPARROW for the Assessment Year 2018-2019 the following steps shall need to be taken to avoid delay at each and every stage on filling-up of APAR:

- Media Units may forward the latest list of following 04 functionaries to the Ministry :
 - i. Custodian
 - ii. Alternate Custodian
 - iii. Performance Appraisal Report Manager (PAR Manger)
 - iv. Employees Master Data Manager (EMD Manager)

- The PAR Managers of media units shall ensure that all the IIS officers who are presently borne of their strength including those working in other organization/media units on loan basis :
 - a) Should have a valid Digital Signature Certificate
 - b) Should have a valid NIC email ID
 - c) Should have their AADHAR linked with their mobile numbers,

- The PAR Managers shall forward the details of those IIS officers whose names were earlier omitted/not incorporated in SPARROW or who have to write their APAR for the first time (IIS officers after completion of probation period) to the Ministry for opening their SPARROW Account.


- The PAR Manager has to create the workflow(s) of all the IIS officers posted in their media unit as on 31.03.2019 irrespective of the fact the officer is working in other organization on loan basis or otherwise. For this purpose, the following time schedule may be adhered to:


26.02.2019

S. No.	Job Description	Starting date	Ending date	Date of sending compliance report to the Ministry
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	20.03.2019 (Wednesday)	22.03.2019 (Friday)
II.	Generation of online APAR after entering Section I details.	01.04.2019 (Monday)	22.04.2019 (Monday)	24.04.2019 (Tuesday)
III.	Sending the generated online APARs to the concerned officers.	01.04.2019 (Monday)	22.04.2019 (Monday)	30.04.2019 (Tuesday)

- The time schedule for various activities for SPARROW for the Assessment Year 2018-2019 in respect of IIS officers will be as follows:

Activity	Cut-off Dates for IIS (assessment year 2018-2019)
Creation/Generation of online APAR and transmission to officer concerned.	30 th April, 2019
Self-appraisal by the officer reported upon	31 st May, 2019
Appraisal by reporting authority	30 th June, 2019
Appraisal by reviewing authority	31 st July, 2019
Appraisal by accepting authority	31 st August, 2019
Disclosure to the officer reported upon	15 th Sep., 2019
Representation of the officer Reported upon against the comments/ grading of reporting/ reviewing / accepting authority, if any.	15 th Oct, 2019
Comments of reporting authority on the representation	31 st Oct, 2019
Comments of reviewing authority on the representation	15 th Nov, 2019
Comments of accepting authority on the representation	30 th Nov, 2019
APAR to be finalized and disclosed to the officer reported	15 th Dec, 2019
End of entire APAR Process	31 st Dec, 2019


26.02.2019

2. The above time schedule should be followed strictly and scrupulously. It may be noted that there shall be no extension of the last date and hardcopy of APAR will not be accepted by the Ministry.

3. The Custodian / Alternate Custodian / PAR Managers may sensitise the IIS officers in their media units so that the entire APAR process can be completed on time.



26.02.2019
(D.K. CHAWLA)

Under Secretary (IIS)

Tel. No. 2338-9460

All PAR Managers (as per list)

Min. of I&B's ID No. A-28011/01/2019-IIS / 118 dated 26.02.2019.

Copy to:

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

List of Present Custodians & PAR Managers:

Sl. No.	Media unit	Custodian of SPARROW	PAR Manager
1.	BOC (DAVP, DFP & SNDD)	Shri Satyendra Prakash Director General, BOC[DAVP], New Delhi	Shri L. Madhu Nag Director, BOC[DAVP], New Delhi
2.	EMMC	Shri Satish Nambudiripad ADG,EMMC, New Delhi	Smt. Kamla Verma Deputy Director, EMMC, New Delhi
3.	NSD:AIR	Ms. Ira Joshi DG(News), NSD:AIR, New Delhi	Shri Rajesh Kumar Jha Director (News), NSD:AIR, New Delhi
4.	PIB	Shri Sitanshu Ranjan Kar Director General(M&C),PIB, New Delhi	Shri Manoj Kumar Nirbheek Deputy Director (Vig.), PIB, New Delhi
5.	DDN	Shri Mayank Kumar Agarwal DG, DDN, New Delhi	Smt. Raj Deshmukh DD(A), DDN, New Delhi
6.	DPD	Ms. Deepika Kachhal Director, DPD, New Delhi	Shri B.K.Biswas Dy. Director (A), DPD, New Delhi
7.	RNI	Smt. Himani Sarad Dy. Press Registrar, RNI, New Delhi	Shri Anand Chaturvedi Registration Assistant, RNI, New Delhi
8.	DPR (Def.)	Shri Nampibou Marinmai Dy. Director, DPR (Def.), New Delhi	Sh. G. Singaravelu Director (Adm), DPR (Def.), New Delhi
9.	NMW	Shri Satish Nambudiripad ADG, NMW, New Delhi	Shri Simmi Kumar RO (Admin), NMW, New Delhi
10.	NFAI	Shri Prakash Bhupal Magdum Director, NFAI, Pune	Shri Santosh Gopal Ajmera, O.S.D., NFAI, Pune

Proforma for SPARROW account creation:

Details of officers for incorporating the name in SPARROW for IIS		
1	Employee Code	
2	IRLA Number	
3	Appellation	
4	Name	
5	Gender	
6	Father Name	
7	Date of Birth	
8	Nationality	
9	Religion	
10	Category	
11	Organisation	
12	From Date(Organisation)	
13	Allotment Year	
14	Service	
15	Cadre Service	
16	Service Appointment Date	
17	NIC Mail ID	
18	Designation	
19	Type of Appointment	
20	AADHAR Number	
21	Mobile Number linked with AADHAR Number	
22	PAN Card Number	