

Government of India
Ministry of Information & Broadcasting
IIS Section

Subject:- Preparation of new Web-based personal Information System (PIS) for **Smart Performance Appraisal Report Recording Online Window (SPARROW)** in respect of officers of Indian Information Service (IIS)- reg.

All media units are requested to nominate 4 officers who would be assigned the 4 roles (Custodian, Alternate Custodian, PAR Manager, EMD Manager) as defined in the attached proforma for implementing SPARROW for the year 2015-16.

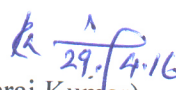
i) Custodian: A person who is responsible for complete APAR management in the Ministry/Department.

ii) Alternate Custodian: A person who performs the role of Custodian in the absence of primary Custodian.

iii) PAR Manager: A person responsible for creating hierarchical workflow in the software for the purpose of recording of APARs of the officers working in that Ministry/Department.

iv) EMD (Employee Master Database) Manager: A person responsible for managing data and also its correctness in respect of individual employees.

2. These names of these officers may be sent to the IIS Section, Ministry of Information and Broadcasting by 2nd May, 2016 and may also be emailed to soiis.inb@nic (in MS Word format as per the attached proforma).


(Neeraj Kumar)
Under Secretary to the Govt. of India
Tel: 2338 7930

1. Pr. DG, DFP (Ms. Neelam Kapoor), Soochna Bhawan, C.G.O. Complex, New Delhi
2. DG, PIB (Shri A.P. Frank Noronha), Shastri Bhawan, New Delhi
3. DG, DAVP (Shri K. Ganeshan), Soochna Bhawan, C.G.O. Complex, New Delhi
4. DG, DDN (Ms. Veena Jain), Copernicus Marg, Mandi House, New Delhi
5. ADG, NMW (Shri L.R. Vishwanath), Soochna Bhawan, C.G.O Complex, New Delhi
6. ADG, EMMC (Shri L.R. Vishwanath), Soochna Bhawan, C.G.O Complex, New Delhi
7. ADG(News), NSD:AIR (Shri R.N. Mishra), Aakashwani Bhawan, New Delhi
8. ADG (I/C),DPD (Ms. Sadhana Rout), Soochna Bhawan, C.G.O. Complex, New Delhi
9. Deputy Press Registrar, RNI (Ms. Kanchan Prasad Mandlaus), RK Puram, New Delhi
10. Director, DPR(Defence) (Sh. Nitin Wakankar), South Block, New Delhi

Ministry of I&B I.D. No. I – 14015/2/2012-IIS (Part-IV) dated 28.04.2016.

Proforma for assigning of roles for implementing SPARROW

Role	Custodian	Alternate Custodian	PAR Manager	EMD Manager
Designation of Officer to be appointed	Media head	Present Nodal Officer for SPARROW	Under Secretary or above	Section Officer of concerned section dealing with APARs
Name of Officer				
Designation of Officer				
Contact Number of the Officer				
NIC email id of the Officer				
Service to which the officer belongs				
Batch of the officer				
Aadhar No.				