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.

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 sois.inb@nic (in MS Word format as per the attached proforma).

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 Mandir), RK Puram, New Delhi  
10. Director, DPR(Defence) (Sh. Nitin Wakankar), South Block, New Delhi

**Proforma for assigning of roles for implementing SPARROW**

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