

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES-IV DEPARTMENT / CONFIDENTIAL CELL**  
**7<sup>TH</sup> LEVEL 'B' WING DELHI SECRETARIAT: NEW DELHI-110002**

No.F.2 (2)/2016/S-IV/CC/ 1606-1610

Dated: 21/08/18

**CIRCULAR**

**Sub: Introduction of SPARROW for online filing of APARs in respect of DANICS Officers.**

The Govt. of India, Ministry of Home Affairs, vide letter No. 14016/12/2018-UTS.II dated 08.08.2018 has informed that the process for **Introduction of online system**, called *Smart Performance Appraisal Report Recording Online Window (SPARROW)* for preparation and maintenance of APARs in respect of all DANICS Officers, is in progress.

On implementation of SPARROW, the recording and movement of APARs would become seamless, quick, convenient and transparent, as SPARROW facilitates the electronic filing of APAR by the officer reported upon and recording of comments by the Reporting / Reviewing Authorities also. This will surely result in minimizing time consuming activities of completion of APAR manually, besides immediate availability of requisite APARs for DPCs for promotion / Govt. sponsored training and deputation of concerned officers.

The key feature of the SPARROW system is that recording and transmission of APAR in SPARROW system requires e-signing and therefore, immediate linking of mobile numbers of the officers concerned with their Aadhar has to be done essentially, besides generation of NIC email (if not already done) of all officers. However, before the SPARROW system is made functional, the personal details of all the DANICS Officers are required for submission to MHA immediately for further action.

Therefore, a copy of letter of Ministry of Home Affairs, alongwith Annexure- I / II is enclosed, with the request to circulate the contents of the letter widely to all the Entry / Selection / JAG-II and JAG-I Level DANICS Officers working in your Department. It is also requested that personal details, as sought vide Annexure – I / II, in respect of DANICS Officers working under your administrative control may please be provided by **27.08.2018** to the Services Department for onward submission to Ministry of Home Affairs.

This may please be accorded '**TOP PRIORITY**'

  
(ASHWANI KUMAR MEHTA)  
DEPUTY SECRETARY (SERVICES)

To

All Principal Secretaries / Secretaries and Head of Departments  
All Local Bodies / Autonomous Bodies/ Public Sector Undertakings  
Government of NCT of Delhi, Delhi / New Delhi.

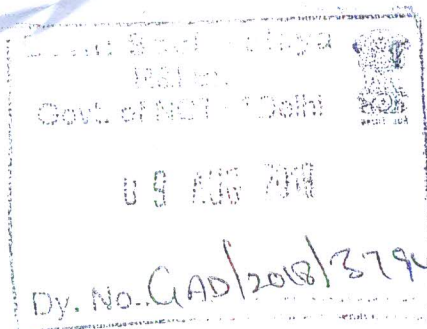
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Dated: 21/08/18

Copy for information to the:

1. Principal Secretary to the Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Special Secretary to the Hon'ble Chief Minister, GNCT of Delhi.
3. Staff Officer to Chief Secretary, GNCT of Delhi.
4. Superintendent (Coordination), Services Department, with the request to upload the letter on website of Services Department.

  
(ASHWANI KUMAR MEHTA)  
DEPUTY SECRETARY (SERVICES)



No. 14016/12/2018-UTS.II  
Government of India  
Ministry of Home Affairs

**Most Immediate**

North Block, New Delhi  
Dated: 8<sup>th</sup> August 2018

To

1. The Chief Secretary,  
Government of NCT of Delhi,  
I.P. Estate,  
New Delhi.
2. Commissioner of Police,  
Delhi Police Head Quarter,  
New Delhi.
3. Chief Secretary,  
A&NI Administration,  
Portblair.
4. Administrator,  
Lakshdweep Administration,  
Kavaratti.
5. Administrator,  
DD&DNH,  
Moti Daman.

SSU  
10/8/18

09.8.18

ACS (Home),

Secy (Sec)

16/8/18  
SS/ST  
10/8/18

DS

Subject: Introduction of SPARROW for online filing of APARs in respect of DANIPS/DANICS officers.

Sir,

I am directed to refer to the above subject and to say that the Ministry of Home Affairs is in the process of introducing an online system called Smart Performance Appraisal Report Recording Online Window (SPARROW) for preparation and maintenance of APARs in respect all DANICS/DANIPS officers. SPARROW facilitates the electronic filing of PAR by the officers and recording of comments by the Reporting/Reviewing/Accepting Authorities also electronically. On implementation of SPARROW, the recording and movement of PARs would become seamless, quick, convenient and transparent.

2. Recording and transmission of PAR in SPARROW system requires e-signing. It is essential that the mobile number of the officers concerned must be linked with their Aadhaar immediately. Further, NIC mail also required to be generated for all the officers, if not already done. At the first instance, for creation / generation of blank APAR form in

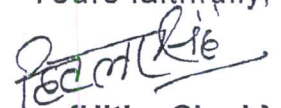


SPARROW, the personal details of all the DANICS/DANIPS officers, as per the formats designed for the purpose (Annexure-I/II) are required.

3. In view of above, it is requested that UT Administration may advise all concerned, accordingly. Also, obtain information in Annexure-I / II from them and furnish the same to this Ministry, for taking action on creation/generation of blank APAR form in SPARROW. This may be treated as most urgent. **This issues with the approval of the Competent Authority.**

Encls: As above

Yours faithfully,



{Hitlar Singh}

Under Secretary to the Govt. of India

Ph.No. 23093599

## Annexure-I

S. No.		
1.	S. No.	
2.	Appellation (Mr/Mrs./Ms.)	
3.	Name	
4.	Employee Code (CSL No.)	
5.	Gender	
6.	Father Name	
7.	Date of Birth (DD/MM/YYYY)	
8.	Nationality	
9.	Religion	
10.	Category	
11.	Service Central Service/AII India Service	
12.	Cadre Service	
13.	Appointment year. (Date of joining Service)	
14.	Org. (Name of present Ministry/Department)	
15.	Org. From Date	
16.	Designation	
17.	Login ID(NIC mail)	
18.	Aadhar Number	
19.	Mobile No.	
20.	Type of Appointment (Present post)	
21.	Appointment Order Date	
22.	Designation on Joining Date	
23.	Roles assigned*	

## Annexure-II

Name :

Designation :

Present Posting :

Aadhar No. :

Period/Partial Period	Reporting Authority (Name & Designation)	Reviewing Authority (Name & Designation)	Accepting Authority (Name & Designation)

Signature of Officer reported upon

Signature of Reporting Authority (s)

1.

2.