

**MINUTES OF MEETING HELD ON 8<sup>th</sup> AUGUST, 2016 ON PROGRESS  
OF SPARROW UNDER THE CHAIRPERSONSHIP OF Dr. REKHA PAI,  
INSPECTOR GENERAL, IFS (EAP), MoEF & CC, NEW DELHI.**

A meeting was held with all the nodal officers of sparrow (Smart Performance Appraisal Report Recording Online Window) of all the states on 08.08.2016 at Brahmputra Auditorium to review the status of SPARROW and follow up actions of previous meeting dated 05.07.2016.

The meeting was Chaired by Dr. Rekha Pai, Inspector General, IFS (EAP) and attended by 39 participants from different States and Ministries. The list of participants is attached by annexure-1.

The Chairperson in her opening address made it clear that SPARROW system is an important initiative of MoEF&CC and it is linked with the empanelment and other DoPT matters. IG (IFS) requested all the state nodal officers and Ministries to expedite the system of online submission of PAR at the earliest under SPARROW, which is already being implemented for other 2 All India Services & CSS. It was also informed that Haryana Govt. has already taken a lead in the matter and is adopting SPARROW for IFS Officers from 2015-2016.

After introduction of Nodal Officers and difficulties faced by individual state, detailed Power Point presentation was made by representative of NIC with N-Code solution in which standard operative procedures for use of e-office, SPARROW was explained in detail. The purpose of, this training was, to familiarize the PAR Administrator and Nodal Officer with functioning of SPARROW and address the practical difficulties being faced in generating/recording PAR.

Following decisions were taken:

1. Ministries/Departments are required to nominate following four functionaries for managing of the online filling of APARs:

- (i) Custodian: A person authorized to sign Section I of the PAR and overall responsible for complete PAR management in the Ministry/Department.
- (ii) Custodian (Alternative Functionary): A person who performs the role of Custodian in absence of Primary Custodian.
- (iii) PAR Manager: A person responsible for creating hierarchal workflow in the software for the purpose of recording of PARs of the officers working in that Ministry/Department.

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

In case if Ministries/Departments so desire the roles at Sl. No. (iii) And (IV) can be combined also. This information may please be furnished to following:

**Dr. Suneesh Buxy**

**Tel:011-24695233**

**Email: digfrr-mef@nic.in**

2. Flow chart of procedure for online submission of PAR is enclosed for all IFS officers for ready reference. All Nodal officers from different states were requested to expedite the DSC activation with the help of nodal officer of NIC in their respective states. Copy enclosed of nodal officer, NIC.
3. Duly filled Performa for DSC in respect to IFS officers, who are on central deputation or any deputation are to be forwarded by the concerned State Forest Deptt. to Sh. R.K. Agarwal, N code solutions (if not sent already).
4. All present were provided the NIC contact person details in the respective States and were advised to get in touch with them in case of any problem. NIC New Delhi was also requested to issue directions to all State NIC units to assist the State Forest Department in this regard.

### **Digital Signature Certificate.**

It was informed that so far around 900 forms have been received and digital signatures have been issued in respect of the States. Representatives of Arunachal Pradesh and Manipur informed that they have not received the DSC despite submitting the forms. N Code was requested to look into the matter and immediately issue DSC.

- The states who have not submitted the DSC were requested to submit the forms directly to N Code on priority.
- It was also clarified that for accessing the e office SPARROW, the officers must have an active NIC Email ID where as for DSC any email ID can be used. It was also highlighted that officers must use their NIC mail ID, If the same is not used for 3 months, it gets deactivated.

- In case of any difficulty they may contact.

**Shri Anil Kumar, Technical Director (NIC)**

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Meeting ended with a vote of thanks to the chairperson.