रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार मार्ग, पालम,दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt 110010

No AN/XIII/13133/Misc/SPARROW/2017   Dated: 22.12.2017

To,

The All Pr. Controllers/Controllers
(Through CGDA's web-site)

Sub: Introduction of SPARROW for completion of APARs in r/o all
       Group-'B' Gazetted officers of DAD.

Ref: In continuation of this HQrs Office letters of even no dated
       28.03.2017 & 13.04.2017.

        Reference is invited to this HQrs office important circular cited under reference, on the above subject. In this regard, it is stated that the first phase of SPARROW in respect of IDAS officers for reporting year 2016-17 has been implemented successfully.

2.   As per Government directions, implementing SPARROW is mandatory for all Central Government Employees. Accordingly, it has been decided that in second phase the 'SPARROW' would be implemented in respect of all Group-'B' Gazetted officers from the reporting year 2017-18.

3.   Since, complete data has not been received from all controller offices even after regular reminders and in view of paucity of time, it has now been decided that NIC would authorize all controller offices to upload/feed the data on NIC SPARROW servers directly to complete the job in time bound manner.

4.   Accordingly, it is requested to ascertain and intimate the name of the officers in the format enclosed, who will perform following roles in each controller offices by return mail, so as to enable this HQrs office to take up the matter with NIC for creation of their login ids/database and to plan training accordingly:-

Sl No.	Role	Responsibility	Preferable officer
1	System Admin	He allots the various Roles	IDAS Officer

		(Par Manager, Alternative Custodian, Super Custodian) to users.	
2.	Super Custodian	He is responsible for maintaining the dossiers. Further he can track the APAR.	IDAS Officers/SAO
3.	Employee Management Data Manager	He is responsible for entering the data and update the data base.	SAO/AO/AAO
4.	PAR Manager/Primary Custodian	Create the PAR/Update the workflow / delete the workflow, if required.	SAO/AO/AAO
5.	Alternative Custodian	Create the workflow/PAR	AAO/SA/Adr

The above activities may please be completed immediately and requisite details be forwarded to HQrs office at e-mail id sparrowb.dad@hub.nic.in on or before 31.12.2017.

Encls:-As above.

(Kavita Garg)
Sr.Dy.CGDA(AN)

Sl. No.	Employee Code	Appellation	Employee Name	NIC Email ID	Gender	Father's Name	Date of Birth (DD.MM.YYYY)	Nationality	Religion	Category	Service
1	2	3	4	5	6	7	8	9	10	11	12

Aadhar No.	Organiz ation	Organiz ation From date	Designa tion	Designation Joining Date	Type of Appointme nt	Appointment Order Date	Mobile No.	Roles	Allotm ent Year	Present Pay	Level of pay
13	14	15	16	17	18	19	20	21	22	23	24