

A-28011/3/2019-APAR Cell  
भारत सरकार/Government of India  
कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

Room No. 537, 'A' Wing  
5<sup>th</sup> floor, Shastri Bhawan, New Delhi  
Dated: 10.01.2019

OFFICE MEMORANDUM


**Subject:** Implementation of SPARROW module in the Ministry-updation of database of the officers/officials on SPARROW portal-reg.

The undersigned is to inform that the SPARROW module i.e. a module for online writing of APAR in respect of Group 'A', 'B' and 'C' officers/officials (including Stenographers) has successfully been implemented in the Ministry and the same is effectively operational.

2. Keeping in view transfers/postings in the Ministry, all Group 'A', 'B' and 'C' officers/officials (including Stenographers) are requested to kindly ensure that all of following details must be updated on SPARROW portal so as to avoid issues in future:

- (a) Designation of the officer/official;
- (b) Name of the present office (Custodian wise);
- (c) Present mobile number;
- (d) Aadhar Number and its verification on SPARROW portal.

3. All Group 'A', 'B' and 'C' officers/officials (including Stenographers), in case of updation of database, are requested to contact to respective Custodian for appropriate action.

  
(Manish Kumar Sahay)

Under Secretary to the Govt. of India  
Ph.: 011- 2338-3507

To,

1. All RDs (being PAR Custodian)-for necessary action.
2. DGCoA/Chairman, IBBI/ General Manger, IEPFA/ Director, SFIO/ ROC, CRC/ Joint Director, ICLS Academy - for information and circulation among all Group 'A', 'B' and 'C' officers/officials (including Stenographers).
3. All Group 'A', 'B' and 'C' officers/officials (including Stenographers) posted in field offices-through their respective Custodian.
4. All Group 'A' and 'B' officers/officials posted in MCA HQ.
5. e-Governance Cell- for uploading the OM under "APAR Status".