

Room No. 537, 'A' Wing  
5<sup>th</sup> floor, Shastri Bhawan, New Delhi  
Dated: 23.10.2019

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 has successfully been implemented in the Ministry and the same is effectively operational.

2. Keeping in view Transfers/Promotions in the Ministry, all Group 'A', 'B' and 'C' officers/officials 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 any updation in User Database, are requested to contact to their respective Custodians 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. DGC&A/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.
3. All Group 'A', 'B' and 'C' officers/officials posted in field offices-through their respective Custodians.
4. All Group 'A' and 'B' officers/officials posted in MCA HQ.
5. e-Governance Cell- for uploading the OM under "APAR Status".