

No.-A-28011/12/2017-APAR  
Government of India/भारत सरकार  
Ministry of Corporate Affairs/कारपोरेट कार्य मंत्रालय

'A' Wing, 5<sup>th</sup> Floor, Shastri Bhawan,  
New Delhi, the 02<sup>nd</sup> February, 2018

To,  
All Regional Directors (through e-mail)

Subject : Implementation of SPARROW for Group 'B' and Group 'C'  
officers/officials of the Ministry - on-hand training - reg.

Sir,

I am directed to inform you that the Ministry is endeavouring to groom a team of skilled personnels, who can train other employees and trouble-shoot the problems arising out during the process of APAR writing at the basic level without reaching out the Ministry in each occasion. In this regard, a team of one ICLS officer and one Group 'B' or 'C' level officer/official, who are proficient in operating of computer, can be prepared in each field office. A schedule for on-hand training on SPARROW module for nominated officers/officials has been prepared (**Annexure-I**) with the approval of the competent authority.

2. You are requested to make arrangement for video conference on the scheduled date and time in each field offices under your jurisdiction, so that all the nominated officers/officials can participate in the training in on go. The list of the officers/officials nominated in each field offices should be reached in the Ministry latest by **by 1:00 PM on 05.02.2018**.

3. Further, the team of the nominated officers/officials will act a nodal point in each field office for SPARROW related works, and can contact in the Ministry on behalf of the users.

**Encl:-** Annexure - I

Yours faithfully,



(Manish Kumar Sahay)  
Under Secretary to the Govt. of India  
011-23383507

**Copy, to:-**

1. PPS to JS(G)
2. PS to DS(VK)
3. SO(APAR)
4. SO(General) - for reservation of conference room on the given date and time.
5. NIC Division - for arrangement of Video Conference and other technical support.

**Schedule for on-hand training programmes to be conducted for Officers/Officials nominated by the Regional Directorates through Video Conference (VC)**

SN	Name of the Office	Date of the training decided by the Ministry in consultation with NIC team	Time
1.	O/o the Regional Director, Northern Region and their field offices	07 <sup>th</sup> February, 2018	10:00 AM to 12:30 PM
2.	O/o the Regional Director, Southern Region and their field offices	08 <sup>th</sup> February, 2018	10:00 AM to 12:30 PM
3.	O/o the Regional Director, Western Region and their field offices	09 <sup>th</sup> February, 2018	10:00 AM to 12:30 PM
4.	O/o the Regional Director, Eastern Region and their field offices	12 <sup>th</sup> February, 2018	10:00 AM to 12:30 PM
5.	O/o the Regional Director, South Eastern Region and their field offices	13 <sup>th</sup> February, 2018	10:00 AM to 12:30 PM
6.	O/o the Regional Director, Northern Western Region and their field offices	15 <sup>th</sup> February, 2018	10:00 AM to 12:30 PM
7.	O/o the Regional Director, Northern Eastern Region and their field offices	16 <sup>th</sup> February, 2018	10:00 AM to 12:30 PM

**Infrastructure to be required for conducting on-hand training program:-**

- (i) Video Conference facility
- (ii) Internet Connection
- (iii) Adobe Reader to be installed on the computer/laptop.



(Manish Kumar Sahay)  
Under Secretary to the Govt. of India