

No. 7/3/2018-Vig.
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner (MSME)
(Vigilance Section)

Nirman Bhawan, New Delhi
Dated: 14th January, 2020

OFFICE MEMORANDUM

Subject: Implementation of SPARROW software for recording of APARs in r.o. officers of IES/ISS/SSS/CSS/CSSS/CSCS cadre –Reg.

The undersigned is directed to nominate the following officers to perform functions to their designated post in IES/ISS/SSS/CSS/CSSS/CSCS module of SPARROW.


A). For ISS/SSS/CSS/CSSS/CSCS cadre

S.No.	Name & Designation of the Officers	Designated functionary of SPARROW	Mail id
1.	Dr. R.K. Bharti, Dy. Director (Vigilance)	Custodian/ Nodal Officers	rk.bharti69@dcmsme.gov.in
2.	Sh. S.K. Tiwari, Dy. Director (Admin)	EMD/Par Manager	santosh.tiwari@dcmsme.gov.in

B). For IES cadre

S.No.	Name & Designation of the Officers	Designated functionary of SPARROW	Mail id
1.	Dr. R.K. Bharti, Dy. Director (Vigilance)	Custodian/ Nodal Officers	rk.bharti69@dcmsme.gov.in
2.	Sh. Anil Kumar, Asstt. Director (Vigilance)	Par Manager	anil.kardam73@gov.in

3. It is, therefore requested to officers of IES/ISS/SSS/CSS/CSSS/CSCS cadre posted in this organization be furnished the information as per attached proforma for initiating their APARs in SPARROW software.


(Dr. R.K. Bharti)
Dy. Director (Vig.)

Enclosure: As above

To,

- Director, MSME-DI/MSME-TC/Training Institute.
- Admin Section-For information.
- All officers of IES/ISS/SSS/CSS/CSSS/CSCS cadre working at Headquarters Office.
- Senet Division, O/o DC(MSME)-This may be uploaded on the website of this office.

**DETAILS IN RESPECT OF OFFICERS OF IES/ISS/SSS/CSS/CSSS/CSCS CADRE FOR INITIATING
THEIR APARs IN SPARROW SOFTWARE 2019-20**

Sl.No.	CADRE SERVICE (IES/ISS/SSS/CSS/CSSS/CSCS)	
1	Batch Year	
2	Allotment Year	
3	Employee Code	
4.	Name of Officer	
5.	Date of Birth	
6	Nationality Religion Category	
7	Date of Entry into the Govt. service	
8.	Date of Entry into the cadre service	
9.	Present Grade	
10.	Date of continuous appointment to present grade	
11	Present Post Designation Place of Posting	
12	Date of Appoint to Present Post	
13	Present Basic Pay, pay Band, Grade Pay	
14	Academic Qualification	
15.	Reporting Officer (Period wise detail) Designation	
16.	Reviewing Officer (Period wise detail) Designation	
17	Accepting Officer (Period wise detail), Designation	
18.	NRC period if any details	
19	Whether regular or ad-hoc	
20.	Leave detail and Period of Leave HPL EL	
21	Date of filing the property return for the year ending December	
22.	Training details, If any	
	Name of the Training	
	Duration	
	Name of Institute	

Date:

Signature of Officer