

No. 7/3/2018-Vig.[E-18598]
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner (MSME)
(Vigilance Section)

Nirman Bhawan, New Delhi
Dated: 17th March, 2022

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 cadre

S.No.	Name & Designation of the Officers	Designated functionary of SPARROW	Mail id
1.	Ms. Vineeta O.K., Dy. Director, O/o DC(MSME)	Custodian/ Nodal Officers	vineetha.ok@gov.in
2.	Sh. Khushi Ram Meena - Asst. Director, O/o DC(MSME)	EMD/Par Manager	khushiram.meena@nic.in

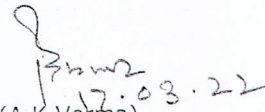
B). For IES cadre

S.No.	Name & Designation of the Officers	Designated functionary of SPARROW	Mail id
1.	Ms. Supriya Malik, Dy. Director, MSME-DI, Chennai	Custodian/ Nodal Officers	Supriya.malik@gov.in
2.	Shri C.S. Mund, Asst. Director Gr-I, O/o DC(MSME)	Par Manager	csmund@nic.in

C). For CSS/CSSS/CSCS cadre

S.No.	Name & Designation of the Officers	Designated functionary of SPARROW	Mail id
1.	Shri Anil Kumar, Dy. Director, Coir Board	Custodian/ Nodal Officers	anil.kumar14@nic.in
2.	Shri Ravi Arora, ASO, O/o DC(MSME)	EMD/Par Manager	

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 and send to respective PAR Manager/ Par Custodian for initiating their APARs in SPARROW software. The information may be sent latest by 31st March 2022.


(A.K.Verma)
17.03.22
Joint 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/CSCS/CSS/CSSS/ISS/SSS CADRE FOR INITIATING THEIR APARs IN SPARROW SOFTWARE

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