

**F.No.12021/1/2016-ISS**  
**Government of India**  
**Ministry of Statistics and Programme Implementation**  
**ISS Division**

**Sardar Patel Bhavan,**  
**Sansad Marg, New Delhi**  
**Dated: 24 .03.2017**

**OFFICE MEMORANDUM**

**Subject: Introduction of online reporting of APAR through "SPARROW" for Indian Statistical Service (ISS) officers - regarding.**

Reference is invited to OM of even no. dated 21<sup>st</sup> November 2016 on the subject mentioned above. It has become mandatory for ISS officers to record their Annual Performance Appraisal Report (APAR) online from the year 2016-17 & onwards.

2. The online APAR system for ISS Officers will be operated on Smart Performance Appraisal Report Online Window (SPARROW) software of NIC and would be rolled out for APARs pertaining to the Reporting Year 2016-17 & onwards.

3. To facilitate online reporting of APAR on SPARROW, all the ISS officers are requested to intimate the following information in the attached proforma (Annexure-I). Further it is requested that the data sought shall be provided in the prescribed format using **MS-Excel only**. The data sent in other formats i.e. MS Word, PDF, JPEG shall not be accepted.

4. Requisite information may be furnished to this division by **e-mail** at **iss@nic.in** on or before **28<sup>th</sup> March 2017**.

Encl: As above.

  
**(S. S. Jadawat)**  
**Deputy Director (ISS)**

Copy to:

1. DG (CSO)/(NSSO), MoSPI is requested to direct the concerned administrative units for providing the information at the earliest.
2. DDG, Computer Centre with a request for placing on website of the Ministry.



S. no.	Title	Name	Gender	Fathers name	DoB	Nationality	Religion	Aadhar No.	NIC e-mail ID	Mobile no.	Name of Organization	Service	Designation	Type of appointment	Date of appointment in ISS	Allotment year
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
1																
2																
3																

- Note:**
- 1 Mobile no. to be provided under column 11 should be linked with Aadhar No.
  - 2 Type of appointment means recruitment type: DR, Promotee, etc.
  - 3 Allotment Year is the batch of ISS viz. 2007 etc.
  - 4 Name of organization is the current place of posting of the officers.

  
24/9/17