No.12021/1/2016-SSS
भारत सरकार
Government of India
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics and Programme Implementation
अधीनस्थ साँख्यिकीय सेवा प्रभाग
Subordinate Statistical Service Division

सरदार पटेल भवन
Sardar Patel Bhawan,
संसद मार्ग, नई दिल्ली—110001
Sansad Marg, New Delhi-110001

Dated 23rd May, 2017

Subject: Appointment of PAR Custodian, PAR Manager for implementation of online reporting of APAR through "SPARROW" for Subordinate Statistical Service (SSS) Officers.

The undersigned is directed to refer to SSS Division O.M. of even number dated 22nd November, 2016 (copy attached) on the above mentioned subject and to say that online reporting of APAR through SPARROW for Subordinate Statistical Service is to be implemented. For successful and smooth operation of SPARROW, **PAR Custodian** and **PAR Manager** is to be appointed in all participating Ministries /Departments /Organizations of SSS.

2.   Ministries /Departments /Organizations are requested to appoint PAR Custodian and PAR Manager at their level. A template with brief duties involved at each level is enclosed. Further, the requisite data regarding PAR Custodian and PAR Manager is to be incorporated in SPARROW interface.

3.   Therefore, all participating Ministries /Departments /Organizations are requested to furnish complete information in respect of **PAR Custodian** and **PAR Manager** for SSS Officers in the attached proforma (Annexure-I) and no column should be left blank. It is, requested that data in respect of SSS officers should be provided in the prescribed format using **MS-Excel only**. The data sent in other formats such as MS Word, PDF, JPEG shall not be accepted.

4.   After receipt of information from individual Ministries /Departments /Organizations, technical team of SPARROW shall be assigning role to these officers and after such assignment, the officers posted in Ministries /Departments /Organizations could start using the software for online filing of APARs.

4.   It is reiterated that 'eSign' should be used for authentication of document for APAR purpose. For 'eSign' of APAR, all the nominated officers and users officers must have an NIC mail ID and Aadhaar number. For OTP based authentication, the mobile of nominated officer should be registered with the AAdhaar Number.

5. The information may be furnished to this division by e-mail only at **dir-sss-mospi@nic.in**. It is requested that the same may be done at the earliest.

Encl: As above.

Saraswathy

(K. Saraswathy)
Under Secretary to the Government of India
Tel. 23340888

Copy for information and necessary action to:
1. All the participating Ministries/Departments/Organisations of SSS.
2. DDG (Admn.), NSSO (FOD) Hqrs. New Delhi.
3. Computer Centre, R.K.Puram, New Delhi with the request to place in the official website of the Ministry under the APAR Circulars of SSS.

29/5/14.
DD(RPT)

Dy. No. 7005 /ADG (CO)
डायरी संख्या /अ म नि (सं के)
Date 29.5.17
तारीख

Details of Official for Role Definition in SPARROW for Subordinate Statistical Service (SSS)

Organisation Name												

S. No.	Employee Code	Appellation	Employee Name	NIC Email ID e.g. abc@nic.in	Gender	Father's Name	Date Of Birth	Nationality	Religion	Category	Service	Aadhar No.
1	2	3	4	5	6	7	8	9	10	11	12	13
	(service code number)	Mr./Mrs./Ms.		NIC mail only be given	M/F		(DD-MM-YYYY)			Gen, SC, ST etc.	IAS, CSS, ISS etc.	Mandatory for unique identification

Organization	Organization From date	Designation	Designation Joining Date	Type of Appointment	Appointment Order Date	Mobile No.	Roles	Allotment Year
14	15	16	17	18	19	20	21	22
(Currently Posted Organization)	(Date of joining in the present Organization) DD-MM-YYYY		(Date of joining in the present Designation) DD-MM-YYYY	(Whether temporary, permanent)	DD-MM-YYYY	Must be linked with Aadhaar number	PAR Custodian / PAR Manager	

PAR Custodian(State/ Ministry)	PAR Custodian (State/Ministry) is an authorized individual responsible for generating the PAR, sending the PAR to the concern officers and finally closing the PAR after completion; usually Establishment/ Admin section of ministry/state are nominated as the PAR Custodian (State/Ministry).
PAR Manager	PAR manager is responsible for creating the workflow of the officers. The vital responsibility of PAR manager is to Set the channel of submission (Reporting/Reviewing/Accepting Authority) in Workflow for PAR of the officer. Usually Establishment/ Admin section of ministry/state are nominated as the PAR MAnager.