

File No. 14/06/2024-Vig. /E-4027240

Government of India / भारत सरकार

Ministry of Micro, Small and Medium Enterprises/ सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय

Office of Development Commissioner (MSME)/ विकास आयुक्त का कार्यालय (MSME)

(Vigilance Section)/ (सतर्कता अनुभाग)

\*\*\*\*\*

East Block-07, Level-06  
R.K. Puram, New Delhi  
Dated the 19 March, 2026

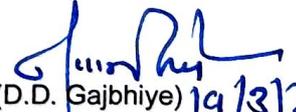
**CIRCULAR**

As per Department of Personnel and Training (DoP&T) guidelines, it is mandatory for all officers and officials to file their Annual Performance Appraisal Reports (APARs) online through the Smart Performance Appraisal Report Recording Online Window (SPARROW) system.

2. In order to enable the creation of workflow and generation of APARs for the year 2025-26 in SPARROW, all officers and officials of all the cadres' viz. IES, ISS and CSS/CSSS/CSCS are requested to provide their details in the enclosed proforma (Annexure-I) to their concerned PAR Managers of respective cadres under intimation to Vigilance Section on/before 28<sup>th</sup> March, 2026.

3. The following are designated PAR Managers of the respective Cadres:

S.No.	Cadre	Name of PAR Manager	Email	Remarks
1.	CSS CSSS CSCS	Sh. R.K. Dubey	krameshdubey@dcmsme.gov.in	Officers/Officials of CSS/CSSS/CSCS Cadre
2.	ISS	Sh. Khushi Ram Meena	khushiram.meena@nic.in	Officers/Officials of SSS/ISS Cadre
3.	IES	Ms. Ishita Thaman	ishita.thaman@gov.in	Officers of IES Cadre
4.	MSME DO/ GAD	Ms. Shikha Grover	shikha.grover@gov.in	Non-IEDS Officers/Officials (OS & Above)

  
(D.D. Gajbhiye) 19/3/26  
Director (Vig.)

To,

- All Officers/officials with a request to send email in the prescribed format within the stipulated time to PAR Manager of their respective Cadres as mentioned above.
- HOO, MSME-DFOs/Br-DFOs/TC/TS with the request to disseminate the information to the respective officials/officers of the concerned office for sending the email in the prescribed format within the stipulated time to PAR Manager of their respective Cadres as mentioned above.

Copy to:

- PAR Manager & Custodian of above cadres at O/o DC(MSME) for strict compliance of the guidelines/ timelines as issued by DoPT.
- DS (Vig.), M/o MSME, R.K. Puram, New Delhi for kind information.
- SENET, O/o DC (MSME) with the request to upload on office website under CVO & Vigilance corner and on e-office.

**Details In Respect Of Officers of CSS/CSSS/CSCS/ISS/IES/GAD Cadre for  
Initiating APARs in Sparrow for the Period 2025-26**

S. 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 and Cadre NIC mail Id	
17.	Reviewing Officer (Period wise detail) Designation and Cadre 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	

Date:

Signature of the Officer