

REVISED

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)

Room No. 727, Nirman Bhawan

Dated the 7th March, 2024

CIRCULAR

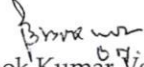
As per Department of Personnel and Training (DoP&T) guidelines, it is mandatory for all officers and officials to file their Annual Performance Appraisal Reports (APARs) online through the Smart Performance Appraisal Report Recording Online Window (SPARROW) system.

2. In order to enable the creation of workflow and generation of APARs for the year 2023-24 in SPARROW, all officers and officials of all the cadres' viz. IEDS, 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 11th March, 2024.

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

S.No.	Cadre	Name of PAR Manager	Email	Remarks
1.	IEDS	Sh. K. Thirupathi	thirupathi.k@gov.in	Officers posted at O/o DC(MSME) & HoO of Field Offices
		Smt. Rammiya	rammiya.ms@gov.in	Officers posted-PAO (MSME) Chennai
		Sh. Achinta Bhattacharjee	achintabhatta@dcmsme.gov.in	Officers posted-PAO (MSME) Kolkata
		Sh. Nirmal Kumar Sahu	sahu.nirmal@dcmsme.gov.in	Officers posted-PAO(MSME) New Delhi
		Sh. Vipul Gaekwad	vv.gaikwad@gov.in	Officers posted-PAO (MSME) Mumbai.
2.	CSS CSSS CSCS	Shri R.K. Dubey	krameshdubey@dcmsme.gov.in	Officers/Officials of CSS/CSSS/CSCS Cadre
3.	ISS	Sh. Khushi Ram Meena	khushiram.meena@nic.in	Officers/Officials of SSS/ISS Cadre
4.	IES	Ms Ishita Thaman	ishita.thaman@gov.in	Officers of IES Cadre
5.	MSME DO/ GAD	Sh Nitin Kumar Sharma	nitinkr.sharma20@gov.in	Non-IEDS Officers/Officials (OS & Above)

4. This issues with the approval of JS&CVO.


(Ashok Kumar Verma)
07.03.24
Joint Director (Vig.)

To,

- (i) 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.
- (ii) 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.

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Copy to:

- i. PAR Manager & Custodian, IEDS Cadre, O/o DC(MSME) for strict compliance of the guidelines/ timelines as issued by DoPT
- ii. PAR Manager & Custodian, EI/IES Cadre, O/o DC(MSME) for strict compliance of the guidelines/ timelines as issued by DoPT.
- iii. PAR Manager & Custodian, SSS/ISS Cadre, O/o DC(MSME) for strict compliance of the guidelines/ timelines as issued by DoPT.
- iv. PAR Manager & Custodian, CSS/CSSS/CSCS Cadre, O/o DC(MSME) for strict compliance of the guidelines/ timelines as issued by DoPT.
- v. PAR Manager & Custodian, MSME DO/GAD Cadre, O/o DC(MSME) for strict compliance of the guidelines/ timelines as issued by DoPT.
- vi. DS(Vig.), M/o MSME, Nirman Bhawan, New Delhi for kind information.
- vii. SENET, O/o DC(MSME) with the request to upload on website.

DETAILS IN RESPECT OF OFFICERS OF (IEDS/IES/ISS/CSS/CSSS/CSCS) CADREs FOR INITIATING APARs IN SPARROW FOR THE PERIOD 2023-24

S.No.	CADRESERVICE ()	Details
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 Appointment to Present Post	
14.	Present Basic Pay Pay Band GradePay	
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, 2023	
23.	Training details, If any	
	Name of the Training	
	Duration	
	Name of Institute	

I declare that the above declaration is true to the best of my knowledge and belief.

Place:

Date:

Signature of Officer