

CONFIDENTIAL

F. No. 7/3/2018-Vig(SPARROW)/E-4018598
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner (MSME)
Vigilance Section

'A' Wing, 7th Floor
Nirman Bhavan, New Delhi
Dated 27th June, 2023

OFFICE MEMORANDUM

Subject: Implementation of SPARROW software for recording of APARs in r/o officers of CSCS/CSS/CSSS cadre –Reg.

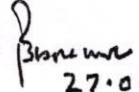
The undersigned is directed to nominate below officers to perform functions to their designated post in CSS/CSSS/CSCS module of SPARROW.

S.No.	Name & Designation of the Officers	Designated functionary of SPARROW	Email ID
1	Smt. Geeta Midha, SO (CSS), O/o DC(MSME)	Custodian/Nodal Officers	geetamidha-cwc@nic.in
2	Shri R.K. Dubey, ASO(CSS), O/o DC (MSME)	EMD/Par Manager	krameshdubey@dcmsme.gov.in

2. It is, therefore, requested to officers of **CSCS/CSS/CSSS** cadre posted in this organization may furnish the information as per attached Performa and send to above PAR Manager/Par Custodian for initiating their APARs in SPARROW software. The information shall be send latest by 31st March of each financial year.

This issues with the approval of JS & CVO.

Encl: - As above,


27.06.23
(Ashok Kumar Verma)
Joint Director (Vigilance)

To,

- Head of Office, MSME-DFO/MSME-TC/Training Institute
- Admin Section – for information
- All officers of CSCS/CSS/CSSS cadre working at Headquarter Office.
- SENET Division, O/o DC (MSME) - Requested to upload on website of this office.

Copy for information to:-

- Smt. Geeta Midha, Section Officer (CSS), O/o DC(MSME), Nirman Bhavan, New Delhi.

**DETAILS IN RESPECT OF OFFICERS OF CSCS/CSS/CSSS CADRE FOR INITIATING
THEIR APARS IN SPARROW SOFTWARE**

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	
	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	

Date

Signature of Officer