

I-20/20/2023-IEDS (E-4023962)
Government of India
Office of the Development Commissioner (MSME)
Ministry of Micro, Small & Medium Enterprises
IEDS Cell

Kartavya Bhavan-03, New Delhi

Dated: 06th July, 2026

CIRCULAR

**Subject: Creation of workflow/generation of APARs in SPARROW
for the part period of Assessment year 2026-27 - reg.**

The undersigned is directed to inform that the APAR forms of IEDS Cadre officers on SPARROW-IEDS portal may be got generated as needed due to transfer, retirement etc. of ORU, Reporting Officer etc. for the part period of Assessment Year 2026-27.

2. In order to enable the creation of workflow and generation of APARs for part period of Assessment year 2026-27 in SPARROW, the respective Head of Offices are requested to provide the details of IEDS Cadre Officers posted in their respective DFOs/Branch DFOs/TCs/TSs in the attached format to IEDS Cell.

3. The above mentioned details may be forwarded to email IDs i) ieds-cell@dcmsme.gov.in and ii) neeraj.sharma44@gov.in as and when required for the part period of Assessment Year 2026-27.

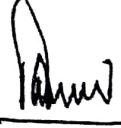
Encl : As above

To,

1. HoO, O/o DC(MSME)/DFOs/TCs

Copy to :

1. PS to DDG(Admin)/PS to ADC(IEDS)
2. SENET division with a request to upload on the website.
3. Hindi Section - for Hindi version.


(Satyaveer Sharma)
Director(IEDS)
S.V. SHARMA
DIRECTOR
GOVT. OF INDIA
MINISTRY OF MSME
MSME-TESTING CENTRE,
OKHLA NEW DELHI

**DETAILS IN RESPECT OF OFFICERS OF IEDS CADRE FOR INITIATING APARs IN
SPARROW FOR THE PART PERIOD 2026-27**

S.No.	CADRE SERVICE(IEDS)	
1.	Name of Officer	
2.	Date of Birth	
3.	NIC mail id	
4.	Year of appointment	
5.	Present Grade	
6.	Present Post Place of Posting	
7.	Date of appointment to present post	
8.	Reporting Officer (Period wise detail) Designation Cadre to which they belong NIC mail Id	
9.	Reviewing Officer (Period wise detail) Designation Cadre to which they belong NIC mail Id	
10.	NRC period if any details	
11.	Leave detail and Period of Leave HPL EL	
12.	Date of filing the property return for the year ending December, 2025/2026	
13.	Training details, If any Name of the Training Duration Name of Institute	

Date:

Signature of Officer