

A-28011/12/2018-APAR Cell
भारत सरकार/Government of India
कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

Room No. 537, 'A' Wing
5th floor, Shastri Bhawan, New Delhi
Dated: 02nd May, 2018

To,
All Regional Directors - through mail only
(as per standard list)

Subject: Implementation of SPARROW module in the Ministry-reg.

Sir,

I am directed to refer to this Ministry's letters of even number dated 22.03.2018 and 28.03.2018 and to state that while imparting of on-hand training on SPARROW module, it had been clarified that Medical Report, if any, shall be uploaded only in 'Reference Upload' column. Despite the clarification explained during the training, it has been observed that in some cases the medical report(s) have been uploaded erroneously in 'Section Upload' column instead of 'Reference Upload' column while forwarding APAR to the respective Reporting Authority. The same warranted deletion of workflow of the PAR and regeneration of fresh PAR, and led to delay in meeting the prescribed timelines for completion of APARs.

2. In view of above, all the Regional Directorates, being CUSTODIAN (Primary) are requested to reiterate suitable instructions to the officers concerned so as to avoid recurrence of such errors.

Yours faithfully


(Ravi Vazirani)

Under Secretary to the Govt. of India
Ph: 2338 3507

Copy to:

1. All ICLS officers posted at MCA HQ/SFIO/ICLS Academy/IEPFA - for taking note of procedure to upload 'Medical Report' in their APARs.